



STAFF CAR REQUISITION

For Out-of-Station Travel

A staff car is required by Sri/Smt
At (place)on (Date).....
At (time).....to for going to (place)
.....and coming back
for the purpose of.....

The journey will be Official/Private.

Signature.....

Designation with VB ID

Date:

The above (one-way/two-way) journey is hereby **approved** by:

Signature:

Name:

Designation:

Date:

[NOTE: Approval of competent higher authority is *mandatory* for ALL Out-of-Station travel using University Vehicle/s]

(To be detached and sent to the requisitioning officer)

Sri.....

(a) Staff Car No.is allowed from
to (date & time)

(b) (i) Regret, no car is available at the specified time for visiting places
..... on (date).....

(ii) A car may be available at(Time).

Please confirm if this time suits you.

Controlling Officer

Date:

(To be detached and given to the Driver)

Please report for duty to Sri/Smt

At (time).....on (date).....

At (place).....

SriDriver, Car No.

Controlling Officer

Date: