



POORNIMA UNIVERSITY

E3

(Estd. by Rajasthan State Legislature vide Act No. 16/2012 & Recognized under Section 22 (1) of UGC Act 1956)

REQUISITION / DEMAND OF VEHICLE(S) TO BE HIRED FROM OUTSIDE

We forward our requisition / requirement of vehicle, details of which is as under :

S.No.	Details	
1.	Number of vehicles required	
2.	Type of vehicle : Normally permitted vehicles from society pool are: Magic / Loading / Indica / Indigo / Etios taxi. Any other model / vehicle type requires justification	
3.	AC/NonAC	
4.	Name and mobile No of the officer to whom, the vehicle will report. Vehicle will be at his command & he shall be responsible for its use.	
5.	Reporting place	
6.	Reporting	Day :
		Date :
		Time :
7.	Relieving	Day :
		Date :
		Time :
8.	Usage (Local /outstation) with suggestive route	
9.	Name of VIP/Guest for whom vehicle will be used	
10.	Whether vehicle will be used overnight (Yes /No)	
11.	Expenditure to be borne by Institute / Third Party	
12.	Officer In-charge for verification of bills	

Important : Requisition Form must be submitted at least 24 hours in advance

(Signature of Applicant with date)

Signature of Approving Authority

Designation : _____ Emp. Code _____

(HOD / Dean / Provost)

Mobile No. _____

Date of Approval & time : _____

FOR OFFICE USE

Action Taken :	Received on Date : _____
	Received Time : _____
	Received By : _____