

Vehicle Requisition Form

Date:

1. Name :
2. Roll No/Employee ID :
3. Type of Vehicles required :
4. Date and time of Journey :
5. (a) Pickup & Drop point of Journey :
(b) To & from (in Kms. approximately) :
6. Reason for requisition (official purpose only) :

Applicant(s)

Respective Head

Transport In-charge

Note: Driver should keep the duly filled requisition for future references

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