Office of the
Principle Investigator, Farm Machinery Testing Center, SKUAST-Jammu
Opposite Block-7, Main Campus, Chatha, Jammu 180009 (J&K)

REQUISITION FOR ALLOTMENT OF TRACTORS/ TATA MOBILE FROM FARM MACHINERY TESTING CENTER

1. Name of the Officer/Official: ________________________________
2. Designation: _____________________________________________
3. Division/Office: __________________________________________
4. Place of Visit: ____________________________________________
5. Nature/purpose of work: _________________________________
6. Date(s) on which vehicle required: __________________________

No: __________________________
Date: _________________________

Signature of the Indenter

Certified that there is no outstanding/ outstanding of Rs._______ to be paid to Principal Investigator, Farm Machinery Testing Center, SKUAST-J as on date.

Signature of the Controlling Officer (with seal)

Note:
1. Preference in allotment shall be given for the immediate/urgent work, depending upon the nature of work.
2. Requisition for allotment of vehicle should be sent at least 5 days in advance.
3. POL shall be borne by the indenter.
4. No telephonic request for allotment of vehicle shall be entertained.

FOR OFFICE USE

Vehicle Available/ Not Available: ________________________________
Vehicle allotted No. __________________ Driver Name: __________________

No. AUJ/AED/F-11/
Dated: ___________________________ Principal Investigator
                                    Farm Machinery Testing Center

CC:
- The Controlling Officer for information and necessary action.
- Concerned driver ____________________________ for compliance.

Tour cum Bill Detail

Initial Odometer Reading ___________ Final Odometer Reading ___________
Mileage Covered ___________ Rate (Rs./hr)/(Rs./day) ___________ Amount(Rs.) ___________

Signature of Driver ___________________________ Signature of indenter __________________
Dy. Comptroller (Projects) ___________________________

/ Principal Investigator
    Farm Machinery Testing Center