

**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 atleast 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**