

**Office of the Nodal Officer, University Vehicles Pool, SKUAST-Jammu
Block-7(GF), Main Campus, Chatha, Jammu 180009 (J&K)**

REQUISITION FOR ALLOTMENT OF VEHICLE FROM UNIVERSITY VEHICLE POOL

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 University Vehicle Pool 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-20/

Dated:

**Nodal Officer
University Vehicles Pool**

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./Km)/(Rs./day) _____	Amount(Rs.) _____	
Fuel filled _____	Amount Paid _____	Balance Payable _____	
Outstanding Payable _____	Net Amount Payable _____		

Signature of Driver

Signature of Touring Officer

Asstt. Comptroller (HQ)

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**Nodal Officer
University Vehicles Pool**