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 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-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) _____________________________

/ _____________________________
Nodal Officer
University Vehicles Pool