

CENTRAL INSTITUTE OF HIGHER TIBETAN STUDIES

(Deemed to be University)

SARNATH, VARANASI

VEHICLE REQUISITION FORM

A. Details of Booking Officials:

- | | |
|---------------------------|-----------------|
| 1. Name: | 2. Designation: |
| 2. Mobile / Contact No: | 3. Employee No: |
| 3. Section / Department : | |

B. Details of Official Visit:

1. Visit – Official / Personal (PI specify) :
2. Purpose of Booking :
(PI specify the purpose)
3. Date & time for which vehicle is required : Date- Time-
4. Provide complete schedule / places of journey :
5. Approximate period for which vehicle is required :
6. No. of Persons (Officials), who will use the vehicle. PI mention the names. No. of persons -
Name of officials-
1. 2.
3. 4.

Certified that the vehicle will be used for official work only.

Date:

Signature of User

Forwarded by HoD

V.C. Secretariat

Registrar/Vice-Chancellor

Note:

- a) Booking would be confirmed only after receiving the requisition form duly filled by the user / requisitioning officials and forwarded by the HoD
- b) Incomplete form will be not entertained.
- c) After using the vehicle, vehicle requisitioning officials are advised to sign on logbook maintained by the Chauffer of the vehicle.