

Visvesvaraya National Institute of Technology, Nagpur

Vehicle Requisition Form

Requisition for : Sumo / Car
Name of Department & Vehicle required for Official / Personal use
Officer requisitioning the Vehicle :
Purpose of Journey in detail :
Vehicle required on (Date) :
Particulars of Journey (Place) from _____ to _____

Signature & Designation of the
Officer requisitioning the Vehicle

Signature of Head of Deptt.

Date : _____ Time _____ Date _____ Time _____

Milage out _____ Milage in _____ Milage of Journey _____

Meter reading _____

Signature of User

The Vehicle Sumo / Car is available / not available from _____ to _____
AM / PM on _____ for your department.

REGISTRAR

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