

**Shaheed Bhagat Singh State Technical Campus, Ferozepur, Punjab.**  
**(TRANSPORT OFFICE)**

**VEHICLE REQUISITION FORM**

1. Name & Designation of requisitioner : \_\_\_\_\_  
Kind of Tour (Official/ Private) : \_\_\_\_\_ Vehicle reqd.(Govt. / Private): \_\_\_\_\_  
(Pl. See # below)
2. Date / Time of Journey : \_\_\_\_\_ / \_\_\_\_\_
3. Purpose for which vehicle required: \_\_\_\_\_  
Details (if any) \_\_\_\_\_  
\_\_\_\_\_
4. Name, Designation and Number : \_\_\_\_\_  
of Person accompanying (if any) \_\_\_\_\_  
\_\_\_\_\_
5. Approximate distance to be covered (to & fro) : \_\_\_\_\_ Kms
6. Date & Time of Return Journey/ Total No. of Days : \_\_\_\_\_ / \_\_\_\_\_ Day
7. Advance money deposited to A/c Section (if any) : Rs. \_\_\_\_\_  
(For Private use) Receipt No: \_\_\_\_\_ Date: \_\_\_\_\_

**Requisitionist**

**H.O.D. concerned Deptt.**

Ambassador <input type="checkbox"/>	Innova <input type="checkbox"/>	Jeep <input type="checkbox"/>	XYLO <input type="checkbox"/>
Swift # <input type="checkbox"/>	Ertiga# <input type="checkbox"/>	Indica# <input type="checkbox"/>	Indigo # <input type="checkbox"/>
Trax # <input type="checkbox"/>	Tavera# <input type="checkbox"/>	Bus# <input type="checkbox"/>	Bus# <input type="checkbox"/>
# Private Vehicle		Non AC (52 Seats)	AC (52 Seats)

Remarks : \_\_\_\_\_  
Driver assigned: \_\_\_\_\_

**Transport Officer**

Submitted for approval

**Director**

Noted by the Driver: \_\_\_\_\_  
Actual distance covered: \_\_\_\_\_ Kms      Driver signature: \_\_\_\_\_  
Remarks : \_\_\_\_\_

**Transport Officer**

- Note:** \*1. Per Km Rates: (Car/Indica/Swift/Jeep/Tavera @ Rs 8/- per km; Innova/ Ertiga/ Xylo/ Dezire @ Rs 10/- Per km; Trax @ Rs 12/- Per km; Bus @ Rs 15/-per km Plus [Rs.3500/- per day (Non-AC) and Rs.5000/- per day (AC)])
2. Night Charges (Driver/Parking/Toll) will be extra (as applicable).