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From Veh 1.4

### VEHICLE REQUISITION FORM

1. Date of requisition: .....
2. Department: .....
3. Officer(s) on whose duty the vehicle is required (Name & Designation).....
4. Purpose (briefly describe the purpose)  
.....  
.....
5. Date from when the vehicle is required (Date & Time).....
6. Date up to when the vehicle is required (Date & Time).....
7. Type of vehicle requested.....
8. Places to be Tour/Visited.....

Signature & Seal of concerned Services/Department Head

Name:

Designation:

Details to be filled in by MTO / HR&AD

Requisition Approved / Not Approved Signature:

Date:

Name:

Note:

1. Designated MTO will coordinate the vehicle arrangements.
2. Minimum of 2 days time should be given to the MTO for arranging the vehicle (s) for long trips.
3. Minimum of 30 minutes time should be given to the MTO for arranging the vehicle(s) for short trips.
4. Requisition is a must for availing vehicle.