

**Motor Transport Section  
Estate office  
Indian Institute of Technology Kanpur**

Vehicle Requisition Form

Name of the indenter: ..... Designation: .....

P.F. No. .... Department/Section.....

Type of vehicle (Please tick) :      (1) Bus              (2) Truck              (3) Both

Date of travel:

Time: From..... To .....

Place: From..... To .....

Purpose of journey: .....

Contact person for the trip on behalf of the Indenter, if any: .....

& Mobile No. ....

---

This trip may be treated as (Please tick):

- 1. Official#
- 2. Private

**Signature of indenter**

Date:

Mobile No. ....

Office No. ....

# In case of waiver in booking charges for official visit, please get it approved by the Deputy Director before submission of this form.

Approved/Not approved

**Deputy Director**

---

**For office use only**

Booking is confirmed on..... The trip is treated as Official / Private.

In-charge, M.T. section

Ph: 2340 / 7383