

**MOTOR TRANSPORT SECTION
INDIAN INSTITUTE OF TECHNOLOGY KANPUR**

VECHICLE REQUISITION

Booking Serial No.:.....

Name of Indenter:.....Designation:.....

PF No.:.....Department/ Section:.....

Type of Vehicle:.....

Name of person accompanying indenter:

1:..... 2:.....

3:..... 4:.....

Date:.....

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

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

Purpose of journey:.....

.....
(Please provide details)

This trip may be treated as:

A. Official B. Private C. Project

Project No:.....

Whether TA is paid by the Institute
Sanctioned/Registered

Technical Superintendent

Signature of the Indenter
.....
Date:.....
Tel No.....

Dy. Director

Signature of the Head of the Department

Please Note:

1. All columns overleaf must be properly filled, failing which the requisition will be degraded
2. That the vehicles are sanctioned against the requisition subject to the availability
3. That the requisition is sanctioned for the vehicle should reach to M.T section at least 24 Hours in advance.
4. Overloading of the vehicle is not permitted seating capacity for Car-5 including Driver, for Jeep-5 including Driver.
5. Deviation of route is not permitted. If logged distance significantly exceeds approved distance, trip will be treated as private.
6. Vehicle within Kanpur is sanctioned by T.O beyond Kanpur by Deputy Director/Director.
7. All the official requisition must bear the signature of recommending authority otherwise the requisition is likely to be rejection.
8. Submitting requisition for vehicle does not ensure the vehicle unless the same is confirmed by the indenter for M.T. Section.