

KERALA AGRICULTURAL UNIVERSITY
FORM FOR REQUISITIONING UNIVERSITY VEHICLE

1. Name & Designation of the requisitioning Officer with Pone No. :
2. Name of Institution to which vehicle Is intended :
3. Purpose for which vehicle is required :
4. Place of journey's (in the case of long train route to be specified) :
5. Approximate distance to be covered for the tour :
6. Time & date/on which vehicle is required :

From :

To :
7. No. of persons expected to travel in the vehicle :
8. Type of vehicle required (Bus/Tempo Traveller/Jeep/Car) :
9. Name & Designation of the Officer i/c. of the Team :
10. Whether fuel charge etc. will be reimbursed or not :
11. H/A :
- Remarks :

NAME & DESIGNATION OF
REQUISITIONING OFFICER

Counter Signature of Dean/
Director of Research/
Director of Extension Education/
Other Controlling Office