

**THE GANDHIGRAM RURAL INSTITUTE – DEEMED TO BE UNIVERSITY
GANDHIGRAM**

VEHICLE REQUISITION FORM

Name of the School / Department / Centre : _____

Place of Travel : _____

Date / Time of Travel : _____

Purpose : _____

Starting Point : From _____ To _____

No. of Persons to Travel : _____

Official Trip (Specify) : _____

SIGNATURE

Ref: Vehicle / Allotment / 20 – 20 /

Date:

OFFICE NOTE

Permission may be granted to allot the vehicle for the above request,

1. Name of the Vehicle : _____ Name of the Driver: _____
2. To obtain Temporary Permit from the RTO Office
3. Vehicle on the date of request is not available and this may be informed

For orders on

1 2 3

REGISTRAR