



ISLAMIC UNIVERSITY OF SCIENCE AND TECHNOLOGY
AWANTIPORA, KASHMIR

OFFICE OF THE TRANSPORT

TRANSPORT REQUISITION FORM

A: Name of the person/s for whom transport facility is required:

Designation/Department: Contact No.:

B: Name of the Requisitioning Officer:

Department: Contact No.:

Purpose for which the vehicle is required:

Date on which the vehicle is required: From:Hrs To:Hrs

Pick Location: Drop Location:

- Whether the activity has been approved by the Competent Authority of University. ☐ YES ☐ NO
(If YES, a copy of the approval to be attached)
- Whether there is budget for hiring the vehicle from outside (if University vehicle is not available)
☐ YES ☐ NO

Remarks of the HoD / Requisitioning Officer:

Seal & Signature

Remarks of the Dean / Controlling Officer:

Seal & Signature

FOR USE OF TRANSPORT OFFICE

Remarks from the Transport Office:

Vehicle Reg. No.: Driver's Name:

Dealing Assistant

Recommended / Not Recommended (for approval)

Deputy Registrar, Transport

REGISTRAR

Important Note (s):

- Transport requisition must reach to the Office of the Transport atleast 7 days before the date of requirement.
- The necessary approval (Administrative) shall be accompanied with the transport requisition form.
- The fuel charges (if applicable) for availing the university transport services shall have to be deposited in the dedicated account of the University before availing the facility.
- In case there is no university vehicle available on the day of requisition, concerned department shall hire the vehicle by its own and transport Office can only facilitate at that time. Further, expenditure for hiring the vehicle shall be borne from the budget of concerned department under relevant budget head.