

CSK HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA, PALAMPUR

Requisition for Detailing Vehicle (s)

1. Name & Designation with details of accompanying Officers/Officials : _____

EPABX No.	Mob. No.
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2. Vehicle required : _____
3. Date and time when required : _____
4. Place where required : _____
5. Details of journey to be undertaken with name of places to be visited : _____

6. Probable duration/period for which the Vehicle will be required : _____
7. Nature of work (to be specified or as mentioned in the appended tour programme) : _____

8. Name of Scheme to which the hire charges/POL charges to be booked (Complete number and name of scheme is to be mentioned) : _____

9. Name/address of authority who approved the outward journey/tour programme. : _____

Date:

**Signature of the Office/
Official requisitioning the Vehicle**

Recommended and forwarded to the Pool Officer (SVC), CSKHPKV, Palampur for allotment of Vehicle from Pool with the remarks that the position has been verified in accordance with the rules/instructions and found that allotment of vehicle is justified for the above purpose and period.

Head of Deptt./office (With office Seal)

**CSK HIMACHAL PRADESH KRISHI VISHVAVIDYALAYA, PALAMPUR
"Vehicles Pool"**

Vehicle No. _____ may be allotted for the above purpose and destination(s)
w.e.f. _____ to _____ on payment/POL basis.

Pool Officer