**CCS HARYNANA AGRICULTURAL UNIVERSITY, HISAR**

**Requisition for a University vehicle**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Date on which required | : |  |
| 2. | Time of start of journey | : |  |
| 3. | Time and date of end of journey | : |  |
| 4. | Place of commencement of journey | : |  |
| 5. | Purpose of journey | : |  |
| 6. | Place/stations to be visited | : |  |
| 7. | Name and designation of officers/officials travelling on official duty | : |  |
| 8. | Name of the Department from whom charges are to be made | : |  |
| 9. | Whether the funds exist for meeting the expenditure in the current financial year | : |  |
| 10. | Scheme under which expenditure is to be booked | : |  |

**Signature of Indenting Officer**

**HOD concerned Designation …………..............**

**Vehicle Incharge**

**Controlling Officer**

**Secretary to Vice-Chancellor**