



INDIRA GANDHI DELHI TECHNICAL UNIVERSITY FOR WOMEN
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006

REQUISITION FORM FOR STAFF VEHICLE (guidelines for filling up the requisition are given at the bottom)	
Sl. No:	PARTICULARS
1	Name & Designation of the applicant
2	Mobile No:
3	Date & Time of Requirement
4	Complete Address with Telephone No: of the premises where the vehicle is to be reported
5	Details of location(s) to be travelled to
6	Approximate duration for which vehicle is required (Hrs/Days)
7	Purpose of the travel with documentary support
8	Number of personnel who will use the vehicle
9	Any other relevant information
10	Signature of the Applicant
11	Recommendation and Signatures of Dean/HoD/Branch in-charge
FOR USE IN GA BRANCH	
Proposed vehicle No:	
Driver deployed	
Vehicle proposed above may be allotted	
SO(GA) Administrative Officer	Dealing Assistant
GUIDELINES FOR FILLING UP THE REQUISITION FORM	
<ol style="list-style-type: none"> 1. The Registrar will allot the staff vehicle to the staff for University functions on the basis of the requisition submitted for the purpose. 2. The requisition form should be duly recommended by Dean/HoD/Branch In-charge. 3. Application for allotment of staff vehicle may be submitted at least two days prior to the commencement of journey. 4. On completion of journey, the faculty/staff who has availed the facility of the vehicle will sign the Log Book. 5. If the vehicle is required at locations other than University Campus, justification for the same may be given. 6. Journeys outside Delhi are permissible only with the prior approval of Hon'ble VC. Approval of Hon'ble VC may be attached along with such requisition form. 7. For Educational tour etc, copy of the approval of Hon'ble VC may be attached. 8. In case staff vehicle is not available, the journey could be performed using entitled mode of transport and reimbursement may be claimed. 9. At present, the University has only Non-AC Staff vehicles. 	