

**Office of the  
Nodal Officer, University Vehicle Pool, SKUAST-Jammu  
Block-7(GF), MainCampus,Chatha,Jammu180009(J&K)**

**REQUISITION FOR ALLOTMENT OF VEHICLE FROM UNIVERSITY VEHICLE POOL**

1. Name of the Officer/Official. \_\_\_\_\_
2. Designation: \_\_\_\_\_
3. Division/Office: \_\_\_\_\_
4. Place of Visit: \_\_\_\_\_
5. Nature/purpose of work: \_\_\_\_\_
6. Date(s) on which vehicle required: \_\_\_\_\_

No: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature of the Indenter

Certified that there is no outstanding/ outstanding of Rs. \_\_\_\_\_ to be paid to University Vehicle Pool as on date.

Signature of the Controlling Officer (withseal)

*Note:*

1. Preference in allotment shall be given for the immediate/urgent work, depending upon the nature of work.
2. Requisition for allotment of vehicle should be sent atleast 5 days in advance.
3. POL shall be borne by the indenter.
4. No telephonic request for allotment of vehicle shall be entertained.

**FOR OFFICE USE**

Vehicle Available/ Not Available: \_\_\_\_\_  
Vehicle allotted No. \_\_\_\_\_ Driver Name: \_\_\_\_\_

No. AUJ/AED/F-17/  
Dated: \_\_\_\_\_

Nodal Officer  
University Vehicles Pool

**CC:**

- The Controlling Officer for information and necessary action.
- Concerned driver \_\_\_\_\_ for compliance.

**Tour cum Bill Detail**

Initial Odometer Reading \_\_\_\_\_ Final Odometer Reading \_\_\_\_\_  
Mileage Covered \_\_\_\_\_ Rate (Rs./Km)/(Rs./day) \_\_\_\_\_ Amount(Rs.) \_\_\_\_\_  
Fuel filled \_\_\_\_\_ Amount Paid \_\_\_\_\_ Balance Payable \_\_\_\_\_  
Outstanding Payable \_\_\_\_\_ Net Amount Payable \_\_\_\_\_

Signature of Driver

Signature of Touring Officer

Asstt. Comptroller (HQ)

Nodal Officer,  
University Vehicles Pool

**Bank details: J & K Bank, SKUAST-J, Chatha. Account Holder: Assistant Comptroller (HQ)  
Account No: 1235040500000005 IFSC Code: JAKA0EAURSP**