



PROFORMA FOR INDENT OF UNIVERSITY VEHICLE

1. Name of the Officer :
2. Designation :
3. Purpose & Place of Visit :
4. Date & Time :
5. Type of Vehicle required :
6. Duration for the use of Vehicle : From _____ to _____
7. Signature of the officer :

ALLOTMENT SLIP

(To be returned to the Incharge of Vehicles after performing the duty)

1. Name of the Officer :
2. Type of Vehicle allotted :
3. Date :
4. Name of the Driver assigned :
5. Signature of the Officer allotting the vehicle :
6. Signature of the user Officer :
7. Signature of the Driver :
8. Time of Departure :
9. Time of Returning :
10. Signature of the Driver upon the return of the Vehicle to the officer :