



RAJASTHAN TECHNICAL UNIVERSITY, KOTA

Rawatbhata Road, Akelgarh, Kota- 324 010

Phone- 0744-2473913, Fax- 0744-2473002

No: RTU/F (6)/Estate/2015/

Date:



VEHICLE REQUISITION FORM
(IT SHOULD RECEIVED AT LEAST 7 DAYS BEFORE DATE OF JOURNEY)

1. Department:.....
2. Category: Exam/Inspection/Others
3. Name of Person Travelling:.....Mobile No.....
4. Place of Visit:.....
5. Purpose:.....
6. Date of Journey & Required No. of days:.....
7. Type of Vehicle required:.....
8. Place & Time where vehicle is required :.....

Date:

Signature & Name

(.....)

Recommended by:

H.O.D./Dean/Other with designation

OIC (Mech.)/Estate Officer

Submitted for approval

H.V.C./Pro. V.C.