

**SANT LONGOWAL INSTITUTE OF ENGG.& TECH.,  
LONGOWAL-148106**

(Deemed University under Govt. of India, Ministry of HRD)

**VEHICLE REQUISITION**

**Car/Gypsy/Bus**

1. Name & Designation of the official (s) : \_\_\_\_\_
2. Purpose (Official/Personal) : \_\_\_\_\_  
(State with brief description) \_\_\_\_\_
3. Place of Visit (with duration) : \_\_\_\_\_
4. Reporting date : \_\_\_\_\_  
Reporting time : \_\_\_\_\_  
Reporting place : \_\_\_\_\_
5. Approx. distance to be travelled, Kms: \_\_\_\_\_
6. Name of Persons traveling by vehicle \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommendations of HOD/Section i/c

Signature of the official using vehicle with Date

APPROVAL

ALLOWED

DIRECTOR

Controller Vehicle