



Form A15

Indira Gandhi National Tribal University

Amarkantak, MadhyaPradesh-484887

Vehicle Requisition Form

Date:

Name of Indenter	
Designation	
Department/Section	
Email /Contact No.	
Type of Vehicle required	
No. of person (s) to travel	
Date of travel requirement	
Time from - up to	
Place from - to	
Purpose of Journey (please provide details/approvals, if any)	

Head of Account:

University General Purpose	
Designated Project (No.)	

Signature of Indenter / PI

HOD

Dean

For Office Use (For processing subject to availability)

Transport section i/c

AR / DR

Registrar

Please Note:

1. All columns must be properly filled-in and sent to Transport Section either in hardcopy or through mail to Transport section i.e transport@igntu.ac.in, failing which the requisition may not be considered. Contact No :
2. The vehicle against requisition will be confirmed by the Transport section subject to the availability through mail / mobile to the concerned Requisitioner.
3. That requisition for the vehicle should reach Transport section at least 48 Hours in advance.
4. Overloading of the vehicle beyond seating capacity and deviation of route may not be permitted beyond a reasonable limit.
5. Vehicle within Campus Local Area is sanctioned by Transport i/c subject to availability; generally beyond campus, vehicle could not be provided except for Pendra Road station in exceptional cases subject to availability and approval by the Registrar.
6. All the official requisitions must bear the signature of recommending authority i.e otherwise the requisition may not be entertained.
7. Submitting requisition for vehicle does not ensure that vehicle is reaching unless the same is confirmed by the indenter from Transport Section.