



Form No: A 7

INDIRA GANDHI NATIONAL TRIBAL UNIVERSITY, AMARKANTAK (M.P.)
(A Central University established by an Act of Parliament)

Vehicle Requisition Form

Date:

Name of Indenting employee	
Designation	
Department/Section	
Email /Contact No.	
Type of Vehicle required	
No. of other accompanying person(s) for travel	
Date of travel requirement	
Time from - up to	
Place from - to	
Purpose of Journey (please provide details/approvals of programmes, 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)

S.O (Devt)	Transport section i/c	Executive Engineer	Registrar
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Please Note:

1. All columns must be properly filled-in and sent to Transport section either in hardcopy to Transport Section or through mail to transport@igntu.ac.in, aecivil@igntu.ac.in, so.development@igntu.ac.in failing which the requisition may not be considered. Mob No of Contact person for confirmation, if required is 7723907007.
2. The vehicle against requisition will be confirmed subject to the availability by the Transport Section through mail / mobile to the concerned Requisitioner.
3. Vehicle against any requisition is provided generally for movement of Distinguished Guests/invitees within Campus area which is authorised by the Transport i/c; beyond IGNTU permitted only upto Pendra or Gourila or Amarkantak in exceptional cases with the consent of Registrar.
4. That the requisition for the vehicle should reach Transport section at least 48 Hours in advance.
5. Overloading of the vehicle beyond seating capacity and deviation of route may not be permitted beyond a reasonable limit.
6. All the official requisitions must bear the signature of recommending authority i.e HoD/Dean or Nodal person of the Activity 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 to the indenter by Transport Section.