**CCS HARYNANA AGRICULTURAL UNIVERSITY, HISAR**

**REQUISITION FOR A UNIVERSITY VEHICLE**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | Date on which required | : |  |
| 2. | Time of start of journey | : |  |
| 3. | Time and date of end of journey | : |  |
| 4. | Place of commencement of journey | : |  |
| 5. | Purpose of journey | : |  |
| 6. | Place/station(s) to be visited | : |  |
| 7. | Name & designation of Officers/Officials travelling on official duty | : |  |
| 8. | Name of deptt/office from which charges to be recovered | : |  |
| 9. | Whether funds exist for meeting the expenditure in the current financial year? | : |  |
| 10. | Name of the scheme from where the expenses are to be met for the proposed journey | : |  |

**Name of indenter(s)**

**Forwarded by**

**Controlling Officer**

**Vehicle In-charge (In case vehicle is required within state)**

**SVC, CCSHAU, Hisar (In case of vehicle required for out of state)**