



**DR BABASAHEB AMBEDKAR MARATHWADA UNIVERSITY,
AURANGABAD(M.S)**

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 programs, if any)	

Budget Head of Account:

University Vehicle Repair&Maintenance	
Designated Project (No.)/University Section/ University Department	

Signature of Indenter / PI

HOD /Section Head

For Office Use (For processing subject to availability)

S.O (Vehicle)

Vehicle section In charge

Registrar

Hon'ble Vice Chancellor

Please Note:

1. All columns must be properly filled-in and sent to Vehicle section either in hardcopy to Vehicle Section or through mail to central.workshop@bamu.ac.in, failing which the requisition may not be considered. Mob No of Contact person for confirmation, if required is **9146118863, Mr Deepak Ghusale**
2. The vehicle against requisition will be confirmed subject to the availability by the Vehicle Section through mail / mobile to the concerned Requisitioner.
3. Vehicle against any requisition is provided generally for movement of Officers/Distinguished Guests/invitees within Campus area and local Aurangabad which is authorized by the Vehicle Section Head and permitted only upto Waluj, Chikalthana, or Shendra in exceptional cases with the consent of Registrar.
4. **Consent of Hon'ble Vice Chancellor for Use of vehicle out of Aurangabad city is mandatory.**
5. The requisition for the vehicle should reach Vehicle section at least 03 days in advance.
6. Overloading of the vehicle beyond seating capacity and deviation of route would not be permitted beyond a reasonable limit.
7. All the official requisitions must bear the signature of recommending authority i.e HoD/Section Head or Nodal person of the activity i.e otherwise the requisition may not be entertained.
8. Submitting requisition for vehicle does not ensure that vehicle is reaching unless the same is confirmed to the indenter by Transport Section.
9. Administrative approval is mandatory to use University vehicle or approved rate contract travels vehicle (Amenity Travels).