



KALASALINGAM UNIVERSITY

(Kalasalingam Academic of Research and Education)
(Under Sec.3 of UGC Act,1956)
Anand Nagar, Krishnankoil – 626 126.
Srivilliputtur (Via) Virudhunagar (Dt), TamilNadu.

TRANSPORT SECTION

Requisition for Vehicles

Name of the Applicant : Mobile No:
 Designation :
 Department/Institution :
 Type of Vehicle Required :
 Place of Journey :
 Purpose of Journey : Personal/Official/Invite Guest/Placement
 Reason :
 Payment of toll gate & Vehicle Charges : Will be paid by - Department / Individual / Management

Date & Time of Departure :

Date	Place		Time of Departure
	From	To	

Forwarded & Recommended

Signature of the Applicant

Head of the Institution
Permitted/Not Permitted

INCHARGE-TRANSPORT

VICE CHANCELLOR

FOR OFFICE USE

Type of Vehicle Provided : Bus/Van/Car-Register No.:

Date and Time Of Arrival :

Meter Reading :

Starting : Closing : Total Meter Reading :

Cost :

Amount Paid as per VocherNo. :

Places Visited:

- 1.
- 2.

Signature of the Driver

Date :

Name: