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| --- | --- |
| C:\Users\PAtoVC BASU\OneDrive\Desktop\BASU Logo\BASU logo revised 25.09.2017.jpg | University vehicle poolBIHAR ANIMAL SCIENCES UNIVERSITYBVC CAMPUS, PATNA – 800 014 |

****

Name of the Department/Division: …………………………………………………………………….

Types of Vehicle: ……………………………………………… No. of Vehicle(s): ……………………

Journey: Local/Outstation (Please ✓)

If outstation: Details of approval (if any): …………………………………………………………….

|  |  |  |  |
| --- | --- | --- | --- |
| ***Date of Journey*** | ***Place*** | ***Name of the Officer(s)*** | ***Purpose*** |
| ***From*** | ***To*** |
|  |  |  |  |  |

Requisition by

Name: ………………………………………….

Designation: ………………………………….. Signature

|  |
| --- |
| **For Office Use Only** |
| Vehicle Condition: ………………………………………………….Vehicle Reg. No.: ……………………………………………………Driver’s Name: …………………………………………………….. | Officer In-ChargeSignature with Date |