**National Textile University Faisalabad**

**To be filled by Department**

Diary No:

Date:

**For use of only Transport Section**

Requisition No:

Date:

Transport Section (Tel: 041-9230081-91 Ext - 274)

Transport Requisition (Only for official use)

**Filled Performa may please be submitted 24 hours before requirement**

Name of User\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purpose \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place to be visited \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date & Time of vehicle’s requirement \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Approximate duration for which the vehicle is required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recommendation by the Department head/Stamp \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of User\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Ph/Mob. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved:**

(In case of Out station)

**Registrar**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For use of only Transport Section**

Requisition No:

Date:

(For Transport Section use)

Vehicle No \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Driver Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Placed to be Visited:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

KM (out) \_\_\_\_\_\_\_\_\_\_\_ KM (In) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Total KM\_\_\_\_\_\_\_\_\_\_\_

Signature of User\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Driver\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transport Officer