



Office of Director, Institute of Technology
University of Kashmir-Srinagar

REQUISITION FOR VEHICLE

The Department / Section _____ intends to go
on Education Tour / Picnic to _____ on
_____ with _____ number of students on board. For the
purpose _____ number of vehicles is /are required. The laid down
guidelines / SOPs during the tour shall be strictly followed and safety of students
will be properly ensured.

**Seal and Signature of
Head / Coordinator / Intending Officer**

Director

