

KERALA UNIVERSITY OF FISHERIES AND OCEAN STUDIES

PANAGAD

REQUISITION FOR UNIVERSITY VEHICLE FOR RESEARCH /PROJECT PURPOSE AND PERSONAL USE

Name & Designation of Indenting Officer/ Project Fellow / Research Student	
Purpose of Trip	
Place to be covered and distance in KM	
Type of Vehicle required	
Additional information, if any	
Advance payment details including Receipt No and date (Rate x total distance + DA+Rs 500/-	

Date

Signature of Indenting Officer/ Project Fellow/ Research Student

Name, Designation & Signature of Recommending Officer / Research Guide/ Project Officer

For Office Use

Anticipated amount for the trip :

Vehicle.....is allotted.

Date :

OFFICER IN CHARGE OF VEHICLES

Driver / Bus attendant.....

Final payment details

Rate for Vehicle use

Bus	Rs.20/- per KM + applicable DA for Driver and Bus Attendant
Mini Bus	Rs.16/- per KM + applicable DA for Driver and Bus Attendant
Traveller	Rs.14/- per KM + applicable DA for Driver
LDV (Bolero & Xylo)	Rs.10/- per KM + applicable DA for Driver
Car	Rs.08/- per KM + applicable DA for Driver

N.B – For the convenience of allocation, requisition for vehicle be submitted at least three working days in advance