

MAHARSHI DAYANAND UNIVERSITY ROHTAK

(To be submitted in Triplicate) The proforma is only for one Journey. The requisition must reach in Transport Office 3 days before the date of journey except the case of urgency/emergency.

Sub: - For use of University vehicles.

1.	Name & Designation Address of the Officer/Official	
2.	Purpose	
3.	Place of Visit	
4.	Nature of Journey – Official (free of charges) Official on payment/Private on payment	
5.	Date, Time & Place where the driver has to report for duty	
6.	Expected time of arrival	
7.	Total Nos. of person/officials	
8.	Nos. of Kms. with full justification	

Certified that I / We will use the University Vehicle only for official/private purposes. I,

_____ (Name of the Indentor) Designation _____

hereby undertake that I/We will be responsible for arranging the payment of the vehicle's charges.

INDENTOR

REGISTRAR
(For Outstation journeys)

TRANSPORT OFFICER
(For Local journeys)

Endst.No.T.O./2025_____

Dated _____

Remarks:

1. That the Registrar/V.C. has allowed the use of the University Vehicle for the purpose.
2. That the University vehicle will be provided only on availability of the vehicle.
3. That the University vehicle can not be made available for the said date and time.

TRANSPORT OFFICER