



GUJARAT TECHNOLOGICAL UNIVERSITY

(Established by Government of Gujarat Under Gujarat Act No.: 20 of 2007)

ગુજરાત ટેકનોલોજિકલ યુનિવર્સિટી

(ગુજરાત સરકારના ગુજરાત અધિનિયમ ક્રમાંક:૨૦/૨૦૦૭ દ્વારા સ્થાપિત)

INDENT FOR VEHICLE

Date:

No: _____

Sr. No	Particulars	Particulars
1	Name	
	Contact No.	
2	Designation	
	No. of Traveling Persons	
3	Vehicle is required on Date & Time If journey is not Local then Pl. attach office order or letter issued from GTU for journey purpose.	Date :
		Time:
4	Place from where the journey start and destination of journey.(with all stands)	Pick up from:-
		Route:-
		Destination:-
5	Only Pickup Drop/ Vehicle require during whole Journey – Pls Specify	
6	Approximate kilometres of journey	
7	Probable date of return journey	
	Probable Time of Return Journey	
8	Purpose of Journey	
9	Type of Vehicle INDICA/TAVERA-SUMO/INNOVA/MINI BUS	
10	Category of Vehicle A.C/Non A.C	

Indenter Name:-

Indenter Department:-

Signature

Store Officer

Recommendation of officer

If the request is not received personally, then details of the same as below

Indent/Request received on _ at _____ through _____

Booked on _____ Time: _____ Signature: _____

For post facto sanction please:

Store Officer

I/C Store & Purchase

Recommendation of officer