

CCS HARYANA AGRICULTURAL UNIVERSITY, HISAR
REQUISITION FOR A UNIVERSITY VEHICLE

1. Date of which required
2. Time of start of journey
3. Time and date of end of journey
4. Place of commencement of journey
5. Purpose of journey
6. Place/station(s) to be visited
7. Name & designation of Officers/
Officials traveling on official duty
8. Name of deptt/office from which
charges to be recovered
9. Whether funds exist for meeting the expenditure
in the current financial year
10. Name of the scheme from where
the expenses are to be met for the proposed journey