

MAHARANA PRATAP HORTICULTURAL UNIVERSITY, KARNAL
REQUISITION FOR A UNIVERSITY VEHICLE

1.	Date & Time of start of journey:	
2.	Time and date of end of journey:	
3.	Place of commencement of Journey:	
4.	Purpose of journey:	
5.	Place/station(s) to be visited:	
6.	Name & designation of officers/official travelling on official duty:	
7.	Date & Sign(Office)	
8	Recommended By HOD	
9	Approved/Not Approved (by VC for Out of State) (by Registrar/Dean/Directors within State)	
10	Vehicle Incharge	