



**Office of Director, Institute of Technology**  
University of Kashmir-Srinagar

**REQUISITION FOR VEHICLE**

The Department / Section \_\_\_\_\_ intends to go  
on Education Tour / Picnic to \_\_\_\_\_ on  
\_\_\_\_\_ with \_\_\_\_\_ number of students on board. For the  
purpose \_\_\_\_\_ number of vehicles is /are required. The laid down  
guidelines / SOPs during the tour shall be strictly followed and safety of students  
will be properly ensured.

**Seal and Signature of  
Head / Coordinator / Intending Officer**

**Director**

