



GENERAL ADMINISTRATION, UNIVERSITY OF JAFFNA

VEHICLE REQUISITION FORM FOR INTERNAL /LOCAL TRIP

- a. This has informed to the Teachers/ staff members of University of Jaffna, or Ariviyal Nagar, who desire to visit local stations for official purposes are requested to submit vehicle requisition application to the office of the General Administration Branch Jaffna/ Ariviyal Nagar at **least 2 working days before commencement of the journey** through the Dean and Head of the department along with all supporting documents.
- b. The User of the vehicle should take full take care of the vehicle during his/ her usage and the loading and unloading of goods / luggage has to be personally supervised by him / her in order to avoid damage to the vehicle or its fittings.
- c. The user of vehicle together with the driver is responsible for reporting any accidents in which the vehicle may be involved during his/ her usage to the nearest police station and the Deputy Registrar, General Administration / Administration, Ariviyal Nagar immediately in writing after returning to the University of Jaffna/ Ariviyal Nagar.
- d. The User of vehicle should not allow any unauthorized person (any other than specified in 6 below) to travel in the vehicle in any circumstances unless prior approval is obtained from Vice Chancellor / Registrar/ Deputy Registrar Administration.
- e. The user of the vehicle should not change the route (specified in 5 below) in any circumstances unless prior approval is obtained from Deputy Registrar Administration.
- f. The user should sign in the vehicle running chart maintained by the driver from each journey.
- g. ***** Use of Motor Vehicle – use by student Unions and other Unions – (UGCE-Code XXVII)** No Student Union, Trade Union, or any other Union or Association in the Commission or Higher Educational Institution or any office bearers of such Unions or Associations, has a right for such Unions or Associations, has a right for the use of official motor vehicle. **Only when a student or employees is taken seriously ill or is injured in an accident while in the premises of his/ her study or work place, an official motor vehicle may be used to transport the person to the nearest hospital provided the medical officer deems it necessary to doso**, or the chairman of the commission / a vice chancellor / a Director of a University collage / Rector of a Campus/ Director of an Institute authorises it in his discretion.

01. Name of the Applicant: -----

02. Designation: ----- 03. Dept-----

04. Purpose of Traveling: -----
(Please annex the supporting documents available)

05. Proposed Route KKS/ A9 Road -----

06. Name/s of Person/s traveling:

SN	Name	SN	Name
1		4	
2		5	
3		6	

07. Place of Visit:

Visit	Proposed itinerary		Time of	
	From	To	Departure	Expected return
1 st				
2 nd				
3 rd				

08. Date on which the reservation of vehicle required: -----

Date & Signature of Applicant

Recommend / Not Recommended

Date:----- Head of the Dept./Division

Faculty vehicle is approved / Faculty vehicle is not available For this request due to -----

Date:----- Dean /DR/SAR/AR

(For use office of the General Administration only)

Vehicle No : ----- Date at Traveling : -----

Drive Name : ----- Nature of the Vehicle : -----

Approved/Not Approved

Deputy Registrar

(For driver's use only)

01.Place Visited :-----	<u>Meter reading</u> Commencement of journey :-----
02.Report,if any Remarks :----- -----	Final Meter Reading :-----

(To be returned by Drive to Deputy Registrar / General Administration after completion)

Total Mileage :

	Km
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Checked by : -----

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Date

Authorized by : -----
Deputy Registrar