



UNIVERSITY OF JAFFNA ARIVIYAL NAGAR

VEHICLE REQUISITION FORM FOR OUT STATION TRIP – out of North

- a. Vehicle requisition form should be handed over to the general Administration Branch at least **5 working days before the journey**
- b. This has instructed to the Teachers/ staff members of University of Jaffna who desire to visit out station for official purposes are requested to submit vehicle requisition application to the **Office of the Vice Chancellor or Office of the Registrar at least 3 working days before commencement of the journey** through the General Administration Branch Jaffna or Ariviyal Nagar along with all supporting documents.
- c. The User of the vehicle should take full 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.
- d. 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 Administration Jaffna/ Ariviyal Nagar immediately in writing after returning to the University of Jaffna.
- e. The User of vehicle should not allow any unauthorized person (any other than specified in 5 below) to travel in the vehicle in any circumstances unless prior approval is obtained from Vice Chancellor / Registrar.
- f. The user of the vehicle should not change the route (specified in 9 below) in any circumstances unless prior approval is obtained from Vice Chancellor / Registrar/ relevant Deputy Registrar Administration.
- g. The user should sign in the vehicle running chart maintained by the driver from each journey made every day till the end of the complete journey.
- h. The user of the vehicle (Teacher/staff member) shall get the fuel (supply) advance from the finance branch before commencing the journey.
- i. ***** 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 do so,** 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)

05. Name/s of Person/s traveling: 1 -----
(Please annex the name List of students and staff to the study visit) 2 -----
 3 -----
 4 -----
 5 -----

06. Proposed itinerary: From:----- To: -----

07. Date & Time of Traveling: Date:----- Time:-----

08. Date & Time of Return: Date:----- Time: -----

09. Proposed Route: -----

10. Name of place intended to park Vehicle: -----

11. Tentative Programs

	Date	Place Visited
1. Day one	:-----	-----
2. Day Two	:-----	-----
3. Day Three	:-----	-----
4. Day Four	:-----	-----

Date:-----
Signature of Applicant

Recommend / Not recommended
Date:-----
Head of the Dept./Division

Faculty Vehicle is not available for this request due to -----

Date:-----

Dean/DR/SAR /AR- Faculty

(For use office of the General Administration only)

Reserved Vehicle No: -----

Date: -----Drive

Name : -----

- Recommended for Out of the Northern Province to the Vice Chancellor / Registrar
- Approved/Not Approved Within Northern Province

Deputy Registrar

Deputy Registrar Administration Jaffna/ Ariviyal Nagar

Approved/Not Approved - Out of the Northern Province

Vice Chancellor C/Registrar

(FOR DRIVE'S USE only)

Meter reading

01. Commencement of journey : ----- Date: -----

02. Final Meter Reading (Return/ Arrived) : ----- Date: -----

03. Detail Report:

	Date	Place Visited	KM	Sign.(officer)
1. Day One	:-----	-----	-----	-----
2. Day Two	:-----	-----	-----	-----
3. Day Three	:-----	-----	-----	-----
4. Day Four	:-----	-----	-----	-----

03. Total Mileage Reading : -----

05. Report, if any

Accident/ Remarks/Damages/Defects,-----

Note 01.To be returned by driver to Deputy Registrar /office of the General Administration after completion

02. Traveling & Subsistence will be paid only after receipt of this form

Drive name :-----Driver's signature :-----

Date :-----

Deputy Registrar/ Administration