



**General Administration, University of Jaffna**

**Vehicle Requisition Form for the Students' Union/ Employees Union/ Society/ Association**

- a. Requisition form should be handed over to the office of the Administration at least **05 working days before the visit or Programme**
- b. This has instructed to the office bears of a Union, University of Jaffna who desire to organize an event are requested to submit requisition application to the Office of the Vice Chancellor or Office of the Registrar at **least 3 working days before commencement of the program** through the office of the Administration Branch Jaffna or Ariviyal Nagar along with all supporting documents.
- c. **\*\*\* 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 authorizes it in his discretion.
- d. **Use of Guest house / Reservation –** 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, are not entitled to reserve a room/ rooms at the guest house for any function or the visitors or invited guest. If they needed to reserve the guest house the Senior Treasurer of the union or students' counselor of the faculty can reserved t he guest house well in advanced through the respective Dean of the faculty along with the relevant documents.

1. Name of the Applicant /Student -----

2. Registration No / Employee No -----

3. Department / Faculty -----

4. Name of the Union/ Association -----

5. Name of the Senior Treasurer -----

6. Purpose of the Visit (Local/ Out station) -----

*(Please attached the relevant documents and the Name List along with the Application (Students Registration Number)*

7. Proposed itinerary From ----- To-----

8. Proposed time From ----- To -----

9. Date & time of Traveling Date ----- time -----

10. Date & time of return Date ----- time -----

11. Proposed Route -----

I undersigned will take responsibility of Peace, Harmony of the University premises and the properties. If any damaged is identified this cause will be re-impressed by me or the committee Members.

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 Date -----  
Signature of Applicant

**Vice Chancellor/ Registrar/ Deputy Registrar (Ariviyal Nagar)**

Recommended or Not recommended -Weather this Applicant is / not/ registered member and the Union/ Society or student is Registered and I will take responsible for this visit / programme.

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 Senior Treasure -----  
Senior Students Counselor  
 Recommended / Not Recommended -----  
Dean / DR/ SAR/AR

Deputy Registrar Administration

Approved/Not Approved

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Vice Chancellor /Registrar

(For use office of the General Administration only)

Vehicle No : ----- Date at Traveling : -----  
Drive Name : ----- Nature of the Vehicle : -----

Approved/Not Approved

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Deputy Registrar

(For driver's use only)

01.Place Visited :----- 02.Report,if any Remarks : ----- -----	<p><b><u>Meter reading</u></b></p> Commencement of journey :----- Final Meter Reading :-----
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(To be returned by Drive to Deputy Registrar / General Administration after completion)

**Total Mileage** :

Checked by : -----

Date -----

Authorized by : -----  
Deputy Registrar/ Administration