

Dean
Faculty of Livestock, Fisheries & Nutrition

**Requesting Outside Hiring Vehicle
for Official Requirements**

01. Name of the Applicant :-
02. Designation :-
03. Department :-
04. Passengers
- (i) No. of Staff :-
- (ii) No. of Students :-
05. Date of the Visit :-
06. Expected time to leave :-
07. Expected time to return :-
08. Nature of the Visit (Eg.: Academic/Field trip/Official Meeting/Research/Other) :-
09. Source of Financial Assistance :- Project / Faculty Vote / Other (Specify)
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10. If the visit is under a project, please state project No. :-
11. Places expected to be visited :-
12. Please provide official documents for relevant official duty. :- The document attached.
The document not attached.
13. Route (Please indicate reasons if deviate from the shortest possible route.) } :-

I certify that the vehicle is used for the official purpose of University.

Date :-

Signature of the Applicant

Recommendation of the Head of the Department

Recommended / Not recommended.

Date :-

Signature of the Head

Special remarks by the Assistant Registrar, CAA/Transport

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Date :-

Signature

Approval of the Dean / FLFN

Approved / Not approved.

Date :-

Signature of the Dean