

**NATIONAL POLICE ACADEMY  
SECTOR H-11, ISLAMABAD**

**VEHICLE REQUISITION FORM**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Nature of requisition | | |  |  | Routine | |  |  | | Emergency | | |  |  | On payment |
|  | | |  |  |  | |  |  | |  | | |  |  |  |
|  | | |  |  | Local | |  |  | | Out Station | | |  |  | Any other |
|  | | |  |  |  | |  |  | |  | | |  |  |  |
| Application for/from | | |  | | | | | | (By) | |  | | | | |
|  | | |  | | | | | |  | |  | | | | |
| Date(s) |  |  | | | Time |  | | | Destination | | |  | | | |
|  | | |  | |  | | | |  | | |  | | | |
| Vehicle requisitioned | | |  |  | Car | |  |  | | Ambulance | | |  |  | Coaster |
|  | | |  |  |  | |  |  | |  | | |  |  |  |
|  | | |  |  | Van | |  |  | | Motorcycle | | |  |  | Water Bowser |
|  | | |  |  |  | |  |  | |  | | |  |  |  |
|  | | |  |  | Double Cabin (4x4) | |  |  | | Double Cabin (2x4) | | |  |  | Tractor |
|  | | |  |  |  | |  |  | |  | | |  |  |  |
| Purpose of requisition | | |  | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | |
| Driver needed | | |  |  | Yes | |  |  | | No | | |  |  |  |
|  | | |  |  |  | |  |  | |  | | |  |  |  |

**(TO BE FILLED BY MT SECTION/AUTHORIZED OFFICER)**

|  |  |
| --- | --- |
| Comments Moharrar MT: |  |
|  |  |
| Comments MTO |  |
|  |  |
| Comments AD/MT |  |
|  |  |
|  |  |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Sanctioning authority | |  | |  | DD/Admn |  |  | Dy. Commandant |  |  | Commandant |
|  | |  | |  |  |  |  |  |  |  |  |
| Action: | DD/Admn: | |  | | | | | | | | |
|  |  | |  | |  |  |  |  |  |  |  |
|  | Dy. Commandant: | |  | | | | | | | | |
|  |  | |  | |  |  |  |  |  |  |  |
|  | Commandant: | |  | | | | | | | | |
|  |  | |  | | | | | | | | |

**(OPERATIONAL DETAIL)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Driver deputed: |  | Time check out: |  | Time check in: |  |
|  |  |  |  |  |  |
|  |  | Date check out: |  | Date check in: |  |
|  |  |  |  |  |  |
| In driver not requisitioned/available: | | | Handed over by: |  | |
|  | | |  |  | |
|  | | | Handed over to: |  | |
|  | | |  |  | |
| Return: | | | Handed over by: |  | |
|  | | |  |  | |
|  | | | Handed over to: |  | |

Note:

* All MT pool vehicles for official routine purpose will be authorized by DD/Admn.
* All officers of 17 and above will be authorized vehicles for local use by Dy. Commandant
* All out station vehicles including on payment will be authorized by Worth Commandant

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