**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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