



REQUISITION / DEMAND OF VEHICLE(S) TO BE HIRED FROM OUTSIDE

We forward our requisition / requirement of vehicle, details of which is as under :

S.No.	Details	Vehicle No. 1	Vehicle No. 2
1.	Type of vehicle : Normally permitted vehicles are from society pool, (Indica / Indigo taxi. Any other model / vehicle type requires justification)		
2.	AC / NonAC		
3.	Name and mobile No of the officer to whom, the vehicle will Report. Vehicle will be at his command & he shall be responsible for its use.		
4.	Reporting place		
5.	Reporting	Day	
		Date	
		Time	
6.	Relieving	Day	
		Date	
		Time	
7.	Usage (Local /outstation)		
8.	Name of VIP for whom vehicle will be used		
9.	Whether vehicle will be used overnight (Yes / No)		
10.	Expenditure to be borne by Institute / Third Party		
11.	Officer In-charge for verification of bills		

Important : Requisition Form must be submitted at least 24 hours in advance

(Signature of Applicant with date)
 Designation : _____
 Mobile No. _____

Signature of Approving Authority
 (HOD / Dean / Director)
 Date of Approval & time : _____

FOR OFFICE USE

Action Taken :	Received on Date : _____
	Received Time : _____
	Received By : _____