



Transport Office Requisition No. _____

Date _____ Time _____

Received by:- _____

ALL INDIA INSTITUTE OF MEDICAL SCIENCES

Requisition for the vehicle (Bus/Staff Car/Maruti Van)

Institute Vehicle can only be used for Official purposes

1	Name & Designation of Requisitioning Officer	
2	Whether vehicle will be used by the Requisitioning Officer or by some other person (give details)	
3	Total Number of persons & their designation will be travel in the vehicle	
4	a) Date & Time	
	b) Place where the vehicle is required	
5	Time at which the vehicle will be released	
6	Place of visit	
7	Purpose of visit in detail	
8	Details of Permission letter (if any) (Please attach a copy if available)	
9	Whether private/official/work related to Scheme	

Certified that the officer using the vehicle will not draw any TA/DA/Honorarium etc. from the AIIMS or any other agency for performing the duty for which the vehicle is requisitioned. It is also certified that the journey is fully official for which vehicle has been requisitioned.

Mobile Phone No.:- _____

Signature of the Faculty/Officer
Requisitioning the Vehicle with Stamp

Residence Phone No.:- _____

Office Phone No.:- _____

FOR RETURN JORNEY VEHICLE BOOKING

1	Date & Time	
2	Place where the vehicle is required	
3	Time at which the vehicle will be released	
4	<u>Returning Flight No./Train No./ Train Name</u>	

Remarks by the Transport Office

- i) Vehicle Booked for onward Journey- Yes/No
ii) Vehicle Booked for Return Journey- Yes/No

Signature of the Faculty/Officer
Requisitioning the Vehicle with Stamp

(Seal of Transport Office)