



Vehicle Requisition Form

Office Requisition
No.:

Date _____ Time _____

1.	(a) Name of Requisitioning Officer (b) Designation (c) Department	
2.	a) Date & Time	
	b) Place where the vehicle is required	
3.	Place and Time (From – Upto)	
4.	Whether private/official/work related to Project	Y/N

Note: Institute Vehicle can only be used for Official purposes

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 No.:- _____ Email _____

Residence Phone No.:- _____

Signature of the Faculty/Officer Requisitioning

Phone No.:- _____

Approved by

Please Note:

1. All columns must be properly filled-in and sent to either in hardcopy to Concerned Section or through mail to jro@aiimsraipur.edu.in, jro2@aiimsraipur.edu.in failing which the requisition may not be considered. Mobile No. of Contact persons for confirmation, if required are 9755063393 & 9584550553.
2. The vehicle against requisition will be confirmed subject to the availability by the Concerned Section through mail / mobile to the concerned Requisitioner.
3. That the requisition for the vehicle should reach Concerned section at least 48 Hours in advance.
4. Overloading of the vehicle beyond seating capacity and deviation of route may not be permitted beyond a reasonable limit.
5. All the official requisitions must bear the signature of recommending authority i.e HoD/Officer or Nodal person of the Activity otherwise the requisition may not be entertained.
6. Submitting requisition for vehicle does not ensure that vehicle is reaching unless the same is confirmed to the indenter by Concerned Section.