**☎ +91-172-2240124, 2240266 ● http://www.iisermohali.ac.in ● email:** **transport@iisermohali.ac.in**

**Vehicle Requisition Form**

**(Please fill in BLOCK letters only)**

|  |  |  |
| --- | --- | --- |
| 1 | Name & Designation of Requisitioning Official |  |
| 2 | Whether vehicle will be used by the Requisitioning Officer or by some other person (provide details) |  |
| 3 | Name & Designation of Visiting official(s) |  |
| 4 | 1. Date & Time
 |  |
|  | b) Place where the vehicle is required |  |
|  | c) Details of Flight/Train No. |  |
| 5 | Time at which the vehicle will be released |  |
| 6 | Place of visit/pick up/drop |  |
| 7 | Purpose of visit in detail |  |
| 8 | Details of Permission letter (if any) (Please attach a copy if available) |  |

Certified that the officer using the vehicle will not draw any TA/DA etc. from the Institute 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.

Contact No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name & Signature of the Indenting Official**

**FOR OFFICE USE**

|  |  |
| --- | --- |
| **Vehicle Availability :** | **Available/Not Available** |
| **Vehicle** |  | **Vehicle Number** |  |
| **Driver Name** |  | **Driver Number** |  |

**Transport IC**

**Please Note:**

1. All columns must be properly filled and sent to concerned section in hardcopy
2. or through mail to transport@iisermohali.ac.in.
3. The approval of the competent authority must be attached to this requisition form.
4. Institute vehicles are strictly for official use only.
5. The vehicles are sanctioned against the requisition subject to the availability.
6. Submitting requisition for vehicle does not ensure the vehicle, unless the same is confirmed by the concerned section.
7. The requisition for the vehicle should reach concerned section at least 48 hours in advance.
8. Overloading of the vehicle beyond seating capacity and deviation of route may not be permitted beyond a reasonable limit.
9. 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.
10. Deviation of route is not permitted. If logged distance significantly exceeds the approved distance, trip will be treated as private.