

ALL INDIA INSTITUTE OF MEDICAL SCIENCES (AIIMS), DEOGHAR

Subject: Requisition for vehicle for official purpose – reg.

I/We Need Car/ Ambulance/ Bus onat.....am/pm for official purpose with following details:

Name of the place (s) to be visited:

Details of Journey as under:

Details of Journey	From	Time	To	Time
Onward				
Return				

Approx duration of vehicle required Half Day/ Full Day):

Officer/ Official/ Faculty (s) traveling in the vehicle:

Place and time to report the driver:

Dy. Director (Admin.)/Administrative Officer may kindly approve the requisition to provide the vehicle as desired.

Dated:

Signature:.....

Name:.....

Designation:.....

Section:.....