

**NORTH EASTERN INSTITUTE OF AYURVEDA & FOLK MEDICINE RESEARCH**

**Requisition slip for vehicle**

1. Name of requisitioner : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Date and time of indent : \_\_\_\_\_
4. Vehicle required at (place) : \_\_\_\_\_
5. Type of vehicle : \_\_\_\_\_
6. Places to be visited : \_\_\_\_\_
7. Purpose of visit : \_\_\_\_\_
8. Number of persons to go : \_\_\_\_\_
9. Requirement of vehicle : \_\_\_\_\_
- (a) Date \_\_\_\_\_ (b) Time \_\_\_\_\_ (c) Duration \_\_\_\_\_

Date : \_\_\_\_\_ ( Signature of requisitioner)

**Instructions**

- (i) The requirement should be submitted one day in advance to Admin. Wing for booking of vehicle where date of meeting/programme is known before.
- (ii) Any Requirement of vehicle in emergency to be submitted with the approval of officer In-charge (Vehicle) for booking approval.
- (iii) On completion of journey user should invariably sign the duty slip and also mention the reading at the start and completion of journey in the duty slip.
- (iv) For outstation booking the request should be given with the approval of Director.

**Booking may be done**

Officer In-charge (Vehicle)

**Director**

Copy to:

- 1.) The Accounts Officer, NEIAFMR for information
- 2.) The Officer In-charge (Vehicle), NEIAFMR for information
- 3.) M/s Arunachal Tours & Travels for necessary action
- 4.) Office copy

