

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