

**Vehicle Requisition form**



*To be filled by Office of the Director*

Any remarks:

*Date: Director*

*The copy of duly approved vehicle requisition form handed over to allotted driver for his future reference*

*Date: Signature of Transport In-charge/Dealing officer*

*Vehicle Driver should keep the duly filled requisition for future references and filled properly for future reference*

Please Note:

1. All columns overleaf must be properly filled-in and sent to transport section (Transport In-charge/Dealing officer) either in hardcopy or through email to drmanju.icmr@hotmail.com failing which the requisition may not be considered.
2. The vehicle against requisition will be confirmed subject to the availability by the Transport Section through mail / mobile to the concerned requisitioner.
3. The requisition for the vehicle should reach Transport section at least 48 Hours in advance.
4. Overloading of the vehicle beyond seating capacity is not permitted.
5. Deviation of route is not permitted. If logged distance significantly exceeds approved distance, trip will be treated as private.
6. All the official requisitions must bear the signature of recommending authority/HODs otherwise the requisition may not be entertained.
7. Submitting requisition for vehicle does not ensure that vehicle is reaching unless the same is confirmed to the indenter by Transport Section.

Transport In-Charge: **Dr. Manjunathachar HV, Scientist-C**