



अखिल भारतीय आयुर्विज्ञान संस्थान (एम्स), गुवाहाटी
All India Institute of Medical Sciences, Guwahati
स्वास्थ्य और परिवार कल्याण मंत्रालय, भारत सरकार के तत्वावधान में एक स्वायत्त निकाय
(An Autonomous body under the aegis of Ministry of Health and Family Welfare, GoI)
चांगसारी, गुवाहाटी, असम - 781101
Changsari, Guwahati, Assam – 781101

Requisition No. _____
Date _____ Time _____

Vehicle Requisition Form

1	Name & Designation of Requisitioning Officer	
2	Whether vehicle will be used by the Requisitioning Officer or by some other person (give details)	
3	Total Number of persons with designation that will travel in the vehicle	
4	a) Date & Time	
	b) Pick up Point/Location	
5	Time at which the vehicle will be released	
6	Place of visit	
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 etc. from the AIIMS Guwahati 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.

(Details of Guest)

Mobile Phone No.:

Phone No. (if any) :- _____

Signature of the Faculty/Officer Email:
Requisitioning the Vehicle with Seal Office

Recommended by

(Signature of Nodal Officer for Vehicle with seal)

Approved by,

Deputy Director (Admin), AIIMS Guwahati



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