



Indian Institute of Science Education and Research Bhopal
Motor Transport Section

Vehicle Requisition Form

Date:

Name of Indenter	
Designation	
P F No.	
Department/Section	
Email /Contact No.	
Type of Vehicle required	
No. of person (s) to travel	
Date of travel requirement	
Time from – up to	
Place from – to	
Purpose of Journey (please provide details/approvals)	
Head of Account:	
Institute	
Project (No.)	

Signature of Indenter / PI

HOD

Dean/Registrar/Director

Please Note:

1. All columns must be properly filled, failing which the requisition will be degraded.
2. That the vehicles are sanctioned against the requisition subject to the availability.
3. That the sanctioned requisition for the vehicle should reach at least 24 Hours in advance.
4. Overloading of the vehicle is not permitted seating capacity for Car-5 including Driver.
5. Deviation of route is not permitted. If logged distance significantly exceeds approved distance, trip will be treated as private.
6. Vehicle within Bhopal is sanctioned by I/c Transport; beyond Bhopal by Dean/Registrar/Director.
7. All the official requisitions must bear the signature of recommending authority otherwise the requisition is likely to be rejected.
8. Submitting requisition for vehicle does not ensure the vehicle unless the same is confirmed by the indenter for M.T. Section.