



अखिल भारतीय आयुर्वेद संस्थान

ALL INDIA INSTITUTE OF AYURVEDA (AIIA)

(आयुष मंत्रालय, भारत सरकार के अंतर्गत स्वायत्त संस्थान)

(An Autonomous Organization under the Ministry of AYUSH, Govt. of India)

VEHICLE REQUISITION FORM

Date: _____

1.	Name of the requesting Officer	
2.	Designation	
3.	Programme/Event	
4.	Purpose of visit – whether official/private	
5.	Department	
6.	Project Name	
7.	From - To	
8.	Date & Time on which vehicle is required	
9.	No. of vehicles required	
10.	Email & M. No.	

Note: Institute Vehicle can only be used for official purposes.

Certified that the officer using the vehicle will not draw any TA/DA/Honorarium etc. from All India Institute of Ayurveda 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.

Signature of the Faculty/ Requisitioning Officer

Head of the Department

Director

Please Note:

1. All columns must be properly filled-in and sent to either in hardcopy to Office of the Director or through mail to director@aiia.gov.in failing which the requisition may not be considered.
2. The vehicle against requisition will be confirmed subject to the availability by the Concerned Section through mail / mobile to the concerned Requisitioner.
3. That the requisition for the vehicle should reach Concerned section at least 24-48 Hours in advance.
4. Overloading of the vehicle beyond seating capacity and deviation of route may not be permitted beyond a reasonable limit.
5. All the official requisitions must bear the signature of recommending authority i.e. HoD/Officer or Nodal person of the Activity otherwise the requisition may not be entertained.
6. Submitting requisition for vehicle does not ensure that vehicle is reaching unless the same is confirmed to the indenter by Concerned Section.
7. **The requisition officer shall ensure that before obtaining the approval of Director their concerned HoD should duly endorse/recommend their official journey. Requisition received without the recommendation of HoD will not be considered.**