

VEHICLE INDENT

Name & Designation of Indenting Officer :

Type of the vehicle :

Date & Time when the vehicle is required :

Purpose of the trip :

Place to be covered :

Addl. Information if any (File no., etc) :

Date: \_\_\_\_\_ Signature of Indenting Officer

Vehicle ..... is allotted

OFFICER I/C VEHICLES

Driver/Bus Attendant

For the convenience of allocation ,requisition for vehicle be submitted at least one day in advance