

GOVERNMENT OF INDIA
MINISTRY OF COMMUNICATIONS & INFORMATION TECHNOLOGY
DEPARTMENT OF INFORMATION TECHNOLOGY
NATIONAL INFORMATICS CENTRE
NEW DELHI – 110 003

Emp Code No

Intercom No

Requisition No

1. Name of Intender
2. Designation
3. Transport required on date
4. Time from to
5. Address where vehicle required
6. Place(s) of visit & duration of stay at
Each place if any
7. Brief purpose of visit
8. Incase of journey by air/train
Give Flight/Train No.
9. Scheduled time of departure/arrival

Signature:

Date:

Time:

Note:- A- Allotment of vehicle will be made strictly based on availability of the vehicle.

B- Non-Gazetted staff may get requisition counter signed by their officer-in-charge of the respective Group.

Signature of Officer-in-Charge of the Division/Group

TRANSPORT SECTION

Whether vehicle is being provided Yes/No

Type of vehicle provided Car/Maruti/Gypsy/Bus

Signature

Date