

NATIONAL INSTITUTE OF NUTRITION

ICMR, Hyderabad-500 007

INTERCOM No.

PABX No.

DATE :

VEHICLE INDENT

1. Name and Designation of the Indenting Officer:
2. Date & Time at which vehicle is required :
3. Approximate time needed :
4. Place to be visited and route :
5. Purpose of the visit (specify project/others) :
6. Place and time for reporting :

SIGNATURE OF THE CONTROLLING OFFICER

SIGNATURE OF THE INDENTING OFFICER

Name of the Driver :

Officer-In-Charge (Transport) :

Vehicle No.

- Note:
1. The indent for the vehicle should be submitted one day in advance positively by 15.00 hrs.
 2. Indents received within a short period will not be entertained.
 3. The indentee should sign the Log Book immediately after the trip.
 4. The driver should report to the Officer-In-Charge (Vehicles) after completion of the duty for further instructions.
 5. For any other information, please contact Officer-In-Charge (Vehicles)