

Indian Centre for Space Physics

Car Requisition Form

Date:

Name of the Requisitor(s).....

(If Requisitor is Student then this form should be forwarded by the HOD of that department)

Name of the Department.....Designation.....

Name of the Project.....

Purpose of the visit.....

Place(s) of visit

Date of requirement of car..... Preferred time.....

Type of car (please ✓) AC Non AC

Name of the Head from which expense will be made.....

Signature of the Requisitor

Signature of the HOD

Signature of the sanctioning Authority with remarks:

Rates:

For AC Rs.15/KM or Rs. 150/Hrs (Whichever is higher)

For Non-AC Rs.14/KM or Rs. 140/Hrs (Whichever is higher)

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For Office use Only

Starting Date & Time..... Ending Date & Time.....

Starting Kilometer.....Ending Kilometer.....

Total Hours.....

Total Kilometer.....

Total Amount (Rs.).....Rupees.....

(As Kilometer/Time is higher)

Signature of the PI of the project

Signature of the Head of the Institution