



अटल बिहारी वाजपेयी -  
भारतीय सूचना प्रौद्योगिकी एवं प्रबंधन संस्थान, ग्वालियर  
(राष्ट्रीय महत्त्व का संस्थान, मानव संसाधन विकास मंत्रालय भारत सरकार के तहत)  
Atal Bihari Vajpayee-  
Indian Institute of Information Technology & Management, Gwalior  
(An Institute of National Importance under Ministry of HRD, Government of India)

**VEHICLE REQUISITION FORM**  
(To be filled by user)

Date:.....

1. Name.....
2. Designation.....
3. Department/Stream/Section.....
4. Contact No. & Email ID.....
5. Type of Vehicle.....
6. Date & Time of Departure.....
7. From & Pickup Point.....
8. Date & Time of Back Arrival of Vehicle at ABV-IIITM Gwalior.....
9. Number(s) of Person Travelling.....
10. Place(s) of visit.....
11. Purpose of Journey.....
12. Budget Head.....
13. Remarks (if any).....

Signature of Applicant/User

Permitted/Not permitted

**FIC Transport/Director/Registrar**

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Name.....Designation.....

Contact No. & Email ID.....

Vehicle Alloted:

**FIC Transport/Director/Registrar**  
Signature (With Date)





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**Please Note:**

1. All columns overleaf must be properly filled, failing which the requisition will be degraded.
2. This form is only for the booking of the vehicles for the official purposes only.
3. Faculty members/Staffs for their personal purposes will not be provided with vehicle for their commutation. They can pay for the utilities and avail the vehicle facility.
4. Those who avail transportation facility for project related purposes, the taxi can be booked directly. They have to pay or settle the taxi bills directly to the PCM cell.
5. The vehicles are sanctioned against the requisition subject to the availability
6. The sanctioned requisition for the vehicle should reach to FIC Transport at least 24 hours in advance.
7. Overloading of the vehicle is not permitted.
8. Deviation of route is not permitted. If logged distance significantly exceeds the approved distance, trip will be treated as private.
9. All the official requisition must bear the signature of recommending authority, otherwise the requisition is likely to be rejected.
10. Submitting requisition for vehicle does not ensure the vehicle, unless the same is confirmed by the Faculty Incharge (Transport)/ Director/ Registrar.