

**Format**

**Forest Research Institute, Dehra Dun**

**REQUISITION FOR VEHICLE**

**PART-I**

(To be filled in by Indenting Officer)

1. Name Designation and branch of the Indenting officer \_\_\_\_\_

2. Type of Vehicle required .. \_\_\_\_\_

3. Vehicle to report on date, time, place \_\_\_\_\_

4. Vehicle will be released on date, time, place \_\_\_\_\_

5. Lorrying party consists of. \_\_\_\_\_

6. Place (s) to be visited \_\_\_\_\_

(please mention the names for the districts/states and approx. Distance in Km)

Date:

Signature of the Indenting Officer

Counter signature the HOD

**Part-II**  
**(for use in the service Branch)**

vehicle is available/not available

Name of the driver  
(if vehicle available)

Signature of RO (Garage)

Approved/not approved/  
Forwarded

Approved/not approved/  
Forwarded

Approved/not approved/  
Forwarded

Office-in-charge  
Service Branch

Head  
Service Branch

Director  
Forest Research Institute

(The requisition OT duty forwarded by HOD will not be accepted Local movements (one -day only) will be approved by office-in-charge Service Branch. Requisition for tours within FRI jurisdiction, limited to 3 days only, will be approved by Head, Service Branch. All other cases will be summated to the Director for approved.)