

GOVERNMENT OF NCT OF DELHI  
MAULANA AZAD MEDICAL COLLEGE  
2, Bahadur Shah Zafar Marg, New Delhi-110002.  
(Co-Ordination) .

F.1 (439)/MC/Plg./2013-14/MVD/Part-IV/

Dated:

CIRCULAR

It is to informed you that this institution had been hired two private vehicles through outsource basis for faculty members for their Official duties for the financial year 2015-16 and the said service has also been started w.e.f. 19.09.2016 and timings are 09:30AM to 05:30PM for the financial year 2016-17.

In this Connection, it is submitted that out of two vehicles, One vehicle shall be exclusively reserve for faculty members only.

The Other vehicle, if available may be used by the Administrative Officers of MAMC for official purpose only.

In this regard, the prescribed Requisition Slip is enclosed herewith and All the Faculty Members of MAMC are hereby requested through Concerned HODs to send their requirement for the vehicles as & when required for official purpose and it is depend purely 'first come first serve' basis.



(BRIJESH SHARMA)  
Administrative Officer(Co-ord)

F.1 (439)/MC/Plg./2013-14/MVD/Part-IV/ 13667  
Copy to:

Dated: 19/09/16

1. The All HODs of MAMC with the requested to circulate the same to the all faculty members of your respective Departments.
2. The In-charge, LAN & Server, DATA Centre, MAMC, New Delhi-to kindly get the circular uploaded on the website of the MAMC.

Enclosure: As above.

