

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

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

Dated:

CIRCULAR

It is to inform that this institution has hired two private vehicles through outsource basis for officer/faculty members for their Official duties for the financial year 2017-18 and the said service has also been started w.e.f. 01.12.2017 and timings are 09:30AM to 05:00PM for the financial year 2017-18.

The requisition of Govt. vehicle for official purpose should be routed through the concerned HOD in the prescribed proforma. The copy of requisition slip is enclosed.


(RAJESH KUMAR)
Admin. Officer(Co-ord)

F.1 (439)/MC/PIg./2013-14/MVD/Part-IV/ 25172
Copy to:

Dated: 14/12/17

1. The All HODs and Branch Incharges 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.


Admin. Officer(Co-ord)



GOVERNMENT OF NCT OF DELHI
MAULANA AZAD MEDICAL COLLEGE
And Associated Lok Nayak, Govind Ballabh Pant Hospital &
Guru Nanak Eye Centre, 2, B.S.Z. Marg, New Delhi-02

REQUISITION SLIP FOR VEHICLE

1. (Filled by the Concerned Faculty members/Officers of Department)

Name of the Officer:

(Purpose of Travel with Place):

From:

To:

Date of Travels:

Time of Travels:

(Signature with Name, Designation & Stamp of relative Department)

2. (Filled by the Transport In-Charge of MAMC)

Vehicle No. :

Name of Driver to whom duty Assigned:

(Signature of Transport In-charge of MAMC)

Important Notes:-

1. Concerned Officers are hereby directed to ensure/note down the meter reading(in kms) of the vehicle at the time of Journey start and after completion of the entire journey on the vehicle's Log Book and the Log-Book should also be signed by the Concerned Officers with name & Stamp of the concerned Department according to the meter reading (in kms). This is the responsibility of the concerned Officers who are traveling by the vehicle.

2. Concerned Driver is directed to filled the Log-Book and get it signed by the Concerned Officer after Completion of the Visit according to the meter reading (in kms) and should not start the journey without the said Requisition Slip (filled in proper manner). The driver is bound to ensure that the entire day journey will be completed within 80kms & also within 8hrs.

(Signature of Transport In-charge of this college)