

**Central Electronics Engineering Research Institute, Pilani (Rajasthan)**

**Requisition for use of taxi in Single occupancy**

**Eligibility criteria for single user:**

1. Project Leader : For attending meeting or purchase of materials connected with Project.
2. Scientist : Deputed for attending meeting connected with the project on behalf of Project Leader.
3. Scientist : For attending any meeting on behalf of Director.

**Type of Vehicle (Please specify) \_\_\_\_\_**

<b>Name &amp; Designation of the Officer (Please enclose copy of tour sanction)</b>	
<b>Date and Hour at which vehicle is required</b>	
<b>Name of place where vehicle should report</b>	
<b>Place to be visited</b>	
<b>Detailed purpose of Journey</b>	
<b>Intended place to be visited locally at tour station</b>	
<b>Approximate duration of the journey after which the vehicle will be released</b>	
<b>Expenditure to be met from (Budget Sub-Head, Project No. to be mentioned)</b>	
<b>Category of vehicle (Please specify)</b>  <b>(As per entitlement vide OM No.Taxi/E-III/2003 Date 02.09.2004)</b>	<b>AC/Non-AC</b>

**Controller of Admn./Admn.Officer**

**Sign. of Requisitioning Officer**

**Name of vehicle Owner/Firm**

**Director**