

**INDIAN INSTITUTE OF PULSES RESEARCH,  
KANPUR-208024**

INDENT OF VEHICLE FOR OFFICIAL/PERSONAL USE

1. Name of staff Member (s) : 1. \_\_\_\_\_ 3. \_\_\_\_\_  
2. \_\_\_\_\_ 4. \_\_\_\_\_
2. Type of vehicle required : \_\_\_\_\_
3. Place to be visited : \_\_\_\_\_
4. Date & time when required Place : \_\_\_\_\_  
Date : \_\_\_\_\_  
Time : \_\_\_\_\_
5. Time by which vehicle will be back : \_\_\_\_\_
6. Purpose of visit : \_\_\_\_\_
7. Name of project/Scheme : \_\_\_\_\_
8. Appx. Distance to be traveled (km.) : \_\_\_\_\_

Head of Division

Signature of the Indenter

**Designation**

(It is requested to indenters should sign in the log book immediately after completing the trip)

Approved

Director

(In case of indents for out of station  
and before & after hours)

Approval of Incharge Vehicle  
(In case of local Indents)

FOR OFFICE USE ONLY

1. Vehicle No. \_\_\_\_\_ is allotted to Shri \_\_\_\_\_  
for the dates from \_\_\_\_\_ to \_\_\_\_\_