



National Physical Laboratory

New Delhi-110012

Date:

1. Name, designation and official address of the person for whom the transport is required :
2. Address (for visitor of NPL) :
3. Date of Requirement :
4. Reporting time :
5. Reporting place /Waiting Place :
6. Purpose :
7. Flight No./Train No. :
8. Arriving from/Going to :

Transport requested by

Name :

Division:

Designation:

Contact Phone outside office hours:

Internal Tel. No. & Room No.

Project No.

Project type : External/Internal

S/d-Division Head

S/d-Project Investigator

(for internal projects only)

Transport Section

1. Allotted Vehicle Number No:
 2. Official Vehicle Not Available
 3. In view of (2) above/External Project work
- DLY/Dedicated vehicle is proposed to be hired from the
Authorised Transport Supplier/Agency

Signature of Transport I/C

COA may kindly approve hiring of DLY/Taxi/CAR
from Authorised Agency

Sign. Of COA

Bill receipt date:

Number:

Transport agency:

