



अखिल भारतीय आयुर्विज्ञान संस्थान ऋषिकेश  
All India Institute of Medical Sciences Rishikesh

#AIIMS/Rishi/202/DDA/2023/479.

Date: 26.12.2023

**OFFICE MEMORANDUM**

In modification of previous O.M. of even number dated 08<sup>th</sup> Nov. 2021(copy attached), following amendments are made:

1. It is observed that short notice reservations are frequently made for vehicles and taxis. Please note that requests for same day vehicle delivery will no longer be accepted.
2. Vehicles may be provided only if a properly approved vehicle requisition form is submitted in the prescribed format, well in advance (at least 24 hours).
3. This facility is subject to availability of vehicles.
4. Institute cab/vehicle may be provided on sharing basis.
5. Institution will charge ₹500/- (excluding parking & toll charges) for Jolly Grant Airport & Haridwar Railway Station.
6. For pickup and drop, the vehicle shall not be detained for more than an hour.
7. The payment shall be made to Accounts Section of the Institute in acceptable mode.
8. The availability of the vehicle shall not be a matter of right.

This issues with the approval of the Executive Director, AIIMS Rishikesh.

Dr Rajnish Kumar Arora  
Officiating Deputy Director (Admin)  
AIIMS Rishikesh

Copy to:

1. PPS to Executive Director, AIIMS Rishikesh
2. Dean(A)/MS/FA/SE/Registrar
3. All Faculty/Officers
4. Website Desk