

STORES SECTION

Original/Duplicate
(to be sent in duplicate)

Subject: Booking of Staff Car

Please book the Staff Car/Auto/Bolero/Gypsy for _____
Necessary particulars are given below: -

1. Date on which vehicle is required _____
2. Time at which the vehicle is required (i) Out _____ A.M./P.M.
(ii) In _____ A.M./P.M.
3. Name & Designation of the user(s) _____
4. OUTWARD JOURNEY, IF ANY: -
 - (i) Place where the vehicle is required _____
 - (ii) To proceed to _____
 - (iii) Specific duty for which vehicle is required _____

5. INWARD JOURNEY, IF ANY: -
 - (i) Place where the vehicle is required _____
 - (ii) To proceed to _____
6. Duration of duty _____ Hrs. approximately.
7. Whether the dispatch-rider can possibly be used for the purpose

8. Whether journey is official/private _____

SIGNATURE OF THE D.D./J.D.

Name _____

Date _____

To

A.D.(Stores)

Staff Car No. _____ has been booked as desired

It is regretted that no staff car is available

* In case of request of vehicle is for Welfare duties, the request should be sent through G.A. Section.