

# C.C.R.A.S

## Requisition slip for vehicle

1. Name of requisitioner : \_\_\_\_\_
  2. Designation : \_\_\_\_\_
  3. Date and time of indent : \_\_\_\_\_
  4. Vehicle required at (place) : \_\_\_\_\_
  5. Type of vehicle : \_\_\_\_\_
  6. Places to be visited : \_\_\_\_\_
  7. Purpose of visit : \_\_\_\_\_
  8. Number of persons to go : \_\_\_\_\_
  9. Requirement of vehicle : \_\_\_\_\_
- (a) Date \_\_\_\_\_ (b) Time \_\_\_\_\_ (c) Duration \_\_\_\_\_

Date:

(Signature of requisitioner)

### Instructions

- (i) The requirement should be submitted one day in advance to Admn. Section for booking of vehicle where date of meeting/programme is known before
- (ii) Any Requirement of vehicle in emergency to be submitted with the approval of officer of the level of Asstt. Director concerned and should be given to AD(C)/Ado(A&B) for booking approval.
- (iii) On completion of journey user should invariably sign the duty slip and also mention the meter reading at the start and completion of journey in the duty slip.
- (iv) For outstation booking the request should be given with the approval of DG.

**Booking may be done**

AD(C)/Ado(A&B)