

भाकृअनुप - केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
ICAR – Central Research Institute for Jute and Allied Fibres
Barrackpore, Kolkata – 700 120

REQUISITION OF ALLOTMENT OF VEHICLE

1. Name of the employee and designation :
2. Name of other staffs to accompany/ avail the vehicle :
3. Name of the patient and relationship (in case vehicle is required for going to M.O./ Hospital) :
4. Place/s of work or visit :
5. Nature of work for which vehicle is required :
6. Date and time for which vehicle is required :
7. Approximate time of return to CRIJAF :
8. Remarks
- Signature of the applicant :
9. Recommendation of the Divisional Head/ Sectional Incharge :

General instruction

For journey covering long distance, vehicle may not be insisted upon without responsible person and reasonable grounds.

Requisitioner may please see the meter reading of the vehicle at the time of start & at the end of the journey.

After completion of the journey, the requisitioner will invariably write down the meter reading covered in the Log book under his/her signature.

In case the vehicle is requisitioned for treatment of patient (in emergency) the journey should be restricted to the chamber of M.O. or nearest hospital & back to CRIJAF otherwise the journey shall be charged.

(To be filled by the Office)

ALLOTMENT DETAIL

1. Vehicle No. Driver:
2. Date and Time:
3. Remarks

Allotting Officer

Note: Use of vehicle may please normally be restricted within office hours