

Shri Vishwakarma Skill University, Dudhola, Palwal

FORMAT FOR DEMAND OF VEHICLE

Sr. No.	Name	Designation & Pay Level	Date	Time	Place		Duration (Hours/ Days)	Distance	Purpose
					From	To			

Signature of the Employee

Recommended by

Approved by

Note:

1. Vehicle request should reach to the Transport Branch one day prior to the proposed visit.
2. In case of long journey or for long duration, request should reach two days prior to proposed visit
3. Vehicle will not be issued without recommendation & approval by the Appropriate Authority.
4. Appropriate Authority for recommendation is Branch-In-charge as specified in the Organizational Structure Chart.
5. Any request on WhatsApp/Telephonically/Verbally will not be entertained.
6. If vehicle is required urgently, email should be sent to the Transport Branch and should copy to the Appropriate Approval Authority. Vehicle (if available) will be provided strictly after the approval of the Competent Authority. Transport Branch should also be informed telephonically. Urgency should be quoted/mentioned clearly with reasons in the mail itself.
7. If journey is approved on email and the vehicle is provided, hard copy with approval should be submitted to the Vehicle-In-Charge within two days of the completion of the journey.
8. Vehicle request should be considered as per guidelines given by Finance Department, Govt. of Haryana wide letter no.5/27/98-1 FR(FD) dated 20 June 2018.
9. If any employee does not come under these rules then special permission should be taken from competent authority.
10. Performa of Journey completion must be submitted in Transport Branch after completion of journey.

For office use

Remarks: