

No.

Date:

Dy. GM/CLW/CRJ

Sub: Requisition for hiring of Private Vehicle.

Necessary Arrangement may please be made to hire private vehicles in connection with visit of following VVIP/VIP / Other Officers to CLW for which details are given below:-

- 1 Name of the user official : _____
- 2 Designation & Office : _____
- 3 No. of Vehicles and Type of Vehicles (AC / Non-AC) required with proper justification. : _____
- 4 Name of the person/officers with Ph. No. to whom the vehicle will have to report. : _____
- 5 Required movement of vehicles (from where to where indicating Train No. of arrival & departure) : _____
- 6 Duration of running of vehicles.

Inside CRJ			Outside CRJ		
Date	From (Hrs)	To (Hrs)	Date	From (Hrs)	To (Hrs)

7. Name of the person/ Officer who will sign the movement / Log Book of the vehicle : _____
8. No of days for which vehicle is required indicating time & details of journey from arrival till departure : _____

(Authorised signatory of the user deptt.)

Countersigned by HOD/PHOD