

Himachal Pradesh University
Pool of Vehicles

BOOKING OF VEHICLES

Please book a vehicle for Shri _____
Designation _____ Necessary particulars are given below:-

1. Date on which vehicle is required _____
2. Time at which vehicle is required _____
3. Place from where the vehicle is required _____
4. Place where it is proposed to be taken _____
5. Nature of business: _____
Whether official/Private
(Official Business to be specified)
6. Probably duration of duty Days Hours Minutes

Date: _____

(Signature of requisitioning
officer with designation)

FOR USE IN THE OFFICE OF CONTROLLING OFFICER/POOL OFFICER.

1. Vehicle No. _____ has been booked as desired.
2. It is regretted that the vehicle is not available.

Pool Officer(Vehicles)
H.P. University, Shimla-5.

NOTE:

The use of vehicles is not permissible for journeys, to places of entertainment, public amusements, parties, pleasure trips etc. (Duty official journeys shall have preference over non-duty journeys) Requisitions shall be placed preferable 24 hours before the commencement of the journey.