

Requisition of Vehicle

1.	Name & Designation/ Office	:	
2.	Mobile Number of the Officer	:	
3.	Date/ Period on which vehicle required	:	
4.	Place to be visited	:	
5.	Purpose for which the vehicle is required	:	
6.	Address where driver is to be reported	:	
7.	Certified by the concerned Officer	:	It is certified that journey performed by undersigned by Own Car/ Staff Car during the month will not exceed than KMs.
8.	Signature with Office Stamp	:	

NOTE: If vehicle required for Out of State Journey (Except Chandigarh & Panchkula), the prior approval of CMD/ Director-In-Charge is required.

To

Deputy Secretary/ General,
P.S.P.C.L., Patiala.