Form No:- MN/ADM/VEH/001

Can be downloaded

DISTRICT SECRETARIAT – MANNAR

Application for obtain vehicle for attending duty **within the district / out of the district**

Instructions

- Written Approval should be obtained before from the Government Agent by the officers who want to go out of the district or within the district.
- This application suitable for pool vehicles only.
- Application should be fulfilled and submitted to the District Secretary at least three days before with the approved letter.
- Preference decided by the Head of the Department as per the significance.
- Applicant is not a Staff officer 9.1 should be completed

1. Name of the officer :-
2. Designation of the officer :-
3. Purpose of travel :-
   (Copy of the relevant document approved by the Government Agent should be attached)
4. Date of travel :-
5. Time of Departure :- am/pm
6. Destination (Place of vehicle parking) :-
7. Total travel of Kilometers (up and down – approximately):-
8. Details of officers accompanying with the applicant :-

NO	Name of the officer	Designation	Branch/ Office
1			
2			
3			
4			
5			

9. Signature of the Applicant: ..... 9.1) Recommended / Not Recommended

Recommendation of the Staff officer (with official stamp)

10. The vehicle Bearing no ..... is allocated for the above official purpose.
    Driver's name .....
    .....

(Additional District Secretary(Admin)/ Authorized Officer)

11.Approval

Approved / Not approved

Government Agent/ District Secretary

Note: **Office purpose only**

Should be confirm by the subject officer & Driver before starting

1. Fuel in liters available in the tank .....
2. Kilometers (Meter Reading) .....
3. Tax .....
4. Others .....