

DISTRICT SECRETARIAT – MANNARApplication for obtain vehicle for attending duty **within the district / out of the district**

Instructions
➤ Approval should be obtained from the Government Agent by the officers who want to go out of the district. ➤ This application suitable for pool vehicles only. ➤ Application should be fulfilled and submitted to the District Secretary at least three days before. ➤ Preference decided by the Head of the Department as per the significance.

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			
6			

9. Signature of the Applicant:
10. The vehicle Bearing no is allocated for the above official purpose.
Driver's name
.....

(Additional District Secretary/ Authorized Officer)

11.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