

ADMINISTRATION BRANCH
JAMIA MILLIA ISLAMIA
NEW DELHI – 110025

1. Name & Designation: -----
2. Date & Time when: -----
car is required time : From ----- To -----
3. Reporting point: ----- Destination -----
4. Purpose of booking the Car : -----

(Purpose of journey should be clearly indicated in detail in case the journey is official)

In case of private journey I hereby authorise Accounts Office to recover the charges from my monthly salary.

Signature of officer concerned

Remarks:

The staff car is available / not available.