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F.No.4(Veh)C/99-Works

Dated, 03-08-2016.

CIRCULAR

All the Officers travelling in the hired vehicles on official trips shall certify the total running kms while signing the trip sheet on completion of journey. Further, indents for field visit etc. to the same place or nearby place(s) on a particular day or within a period of one or two days of gap may be clubbed, as far as possible.

This has the approval of the Competent Authority.


(K.V. Pillai)
Administrative Officer