

INSTRUCTIONAL ORDER

In order to stream line the allocation of Departmental Pool Vehicle, all the Controlling Officers of DJB Head Quarter are hereby requested to send their requisition for Pool vehicle as per prescribed proforma attached over leaf at least one day in advance to the office of A.C.(G)-I

This issues with the approval of Competent Authority

(AMIT KUMAR JAIN)
ASSISTANT COMMISSIONER (G)-I

No. DJB/AC (G)-I/Instruction/2015 150214 Dated: 18-11-15

Copy to:-

1. P.S. to Chairman for kind information.
2. P.S. to Vice Chairman for kind information.
3. P.S. to CEO for kind information.
4. Member (Admn.) for kind information.
5. All Directors/Jt. Directors/Dy. Directors/Assitt. Commissioners for kind information.
6. EE(EDP) with the request to upload on the website of DJB.

ASSISTANT COMMISSIONER (G)-I

5891
19/11/15

Sh. Jankar. 20/11/15

30-11-15

Proforma for request of Pool Vehicle

There is a requirement of Pool Vehicle
on _____ at _____ (AM/PM) in the
Office of _____ for the purpose of

Name of Officer concerned
Designation :

A.C.(G)-I