

Annexure "I"



**OUTDOOR DUTY / VEHICLE REQUISITION FORM**

Name: \_\_\_\_\_ Department: \_\_\_\_\_ Date: \_\_\_\_\_

DATE	LOCATION TO BE VISITED	NATURE OF THE WORK	TIME OUT	TIME IN	REMARK

VEHICLE	PERSONAL	COMPANY	VEHICLE NUMBER	
OUTWARD KM		INWARD KM	TOTAL KMS	
EMP.GRADE		REIMBURSEMENT AMT.		

\_\_\_\_\_  
SIGNATURE OF EMPLOYEE

\_\_\_\_\_  
SIGNATURE OF SECURITY

\_\_\_\_\_  
DEPARTMENT HEAD

\_\_\_\_\_  
ADMIN