

**Government of Himachal Pradesh**  
**“Planning Department”**

**REQUISITION SLIP FOR POOL VEHICLE**

1. Name of Officer requisitioning the vehicle \_\_\_\_\_
2. Designation \_\_\_\_\_
3. Date and time when the vehicle is required \_\_\_\_\_
4. Place where the vehicle is required \_\_\_\_\_
5. Place where it proposed to be taken \_\_\_\_\_
6. Nature of business (whether official/private) .....  
(Official business to be specified) .....

7. Probable duration of duty in case the vehicle is to be taken outside the state. The permission of the Chief Secretary (attested copy) should be attached

Day	Hours	Minutes

Dated : \_\_\_\_\_

Signature of requisitioning Officer  
with designation

**For use in the office of Controlling Officer**

1. Vehicle No. \_\_\_\_\_ has been booked as desired.
2. It is regretted that the vehicle is not available.

Dated : \_\_\_\_\_

Controlling Officer of Vehicle

The following classes of journey on non-duty (Private) purpose are permissible:

- (a) Occasion of journeys performed by officers from their residence to the office and vice versa.
- (b) Urgent visit to hospital.

- Note**
- The use of vehicle is not permissible for journeys to places of entertainment, public amusements, parties & pleasure trips etc.
  - Duty (Official journeys) shall have preference over non duty(private journey).
  - The requisitions shall be placed atleast two hours before the commencement of the journey at headquarter and atleast two days before for journey outside headquarter.