



भाकृअनुप - भारतीय मसाला फसल अनुसंधान संस्थान
ICAR-INDIAN INSTITUTE OF SPICES RESEARCH
(भारतीय कृषि अनुसंधान परिषद Indian Council of Agricultural Research)



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F.No.12(138)HV/2018-19/Works

dated: 30-07-2019

CIRCULAR

It has been noticed that officials travelling in hired vehicle are not recording the kilometers in the trip sheet at beginning and end of the official journey. It creates an opportunity for vehicle providing agency to manipulate the credentials required to calculate the entire kilometers travelled, resulting financial loss to the office. Hence, all officials who intend to hire vehicles for official journey are requested to fill up the specified columns of kilometers and the additional kilometers travelled with due justification before signing the trip sheet. Unless the kilometers match with the indented journey, the indenter will be liable to pay the charges for additional kilometers travelled.

This for kind information and strict compliance of all concerned.

The circular is issued with approval of competent authority.

(P. Sundaran)

Asst. Administrative Officer

सहायक प्रशासनिक अधिकारी

Assistant Administrative Officer

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