Certificate Format (For Pooled Vehicles)

It is to certify that <Vehicle No> belongs to my office and this vehicle has crossed designated fuel/maintenance limits in the month of <month><year> due to following reasons:

1.

2.

I hereby grant above said usage and certify that above reasons are genuine and much needed in favour of the department. It is to be noted that I am granting above said permission to my junior officials.

 <Name>

 <Designation>, <HRMS Code>

 <Office Name>, <Tehsil>, <District>

 <Department Name>

 <Mobile No.>

Certificate Format (For Earmarked vehicles)

It is to certify that <Vehicle No> earmarked to <Name><Designation><Place Of Posting> belongs to my office and this vehicle has crossed designated fuel/maintenance limits in the month of <month><year> due to following reasons:

1.

2.

I hereby grant above said usage and certify that above reasons are genuine and much needed in favour of the department. It is to be noted that I am granting above said permission to my junior officials.

 <Name>

 <Designation>, <HRMS Code>

 <Office Name>, <Tehsil>, <District>

 <Department Name>

 <Mobile No.>