

ANNEXURE – I**PROFORMA**

(i)	Type of Vehicle(s) hired with dates	
(ii)	The list of Faculty / Officers / Staff, who used vehicles, and their designations	
(iii)	The purpose for which the taxi/vehicle was hired: (Name & date of the seminar / workshop or details of any other academic / official work for which it was hired)	
(iv)	(a) Whether taxis/vehicles hired were as per the entitlements prescribed in the TA Rules/University guidelines. (b) If Not, Whether prior approval obtained for deviations from TA rules? (copy of approval should be enclosed)	Yes / No

Certified that the vehicles have been hired for undertaking urgent academic/official works, which, in public interest, could not have been carried out without hiring of these vehicles.

SIGNATURE :

NAME :

DESIGNATION :

DEPT / SECTION :