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No. CIS-Admin-09

TAXI HIRING FORM

Date: ____/____/____

Justification/Nature of Job: _____

Submitted by

Recommended / Not Recommended

Submitted by

Approved / Not Approved

Chief Executive Officer

PAYMENT FOR HIRING TAXI

Date: ____/____/____

Travel: From _____ To _____

From _____ To _____

Mileage covered: _____ (In K.M Only)

Total Amount Rs. _____ (In Words) _____

Submitted by

Approved by:
Chief Executive Officer

Assistant Director (Accounts)