



ଓଡ଼ିଶା ରାଜ୍ୟ ମୁକ୍ତ ବିଶ୍ୱବିଦ୍ୟାଳୟ, ସମ୍ବଲପୁର
Odisha State Open University (OSOU)
Sambalpur

ଡଃ ଜୟନ୍ତ କର ଶର୍ମା, ଡି.ଏସ.ଏ. (ଓ)
କୁଳସଚିବ
Dr. Jayanta Kar Sharma, O.E.S(I)
Registrar

OSOU/2017/ ୭୫୫

24th August 2017

CIRCULAR

Guidelines for use of Private/Personal Vehicles for official work

The following guidelines are to be strictly followed for hiring of Private/Personal Vehicles and Taxis for official work with immediate effect.

1. No vehicle shall be hired without prior approval of the authority.
2. As far as possible public transport facilities shall be availed on official tour.
3. Hiring charges should be as per the rate fixed by the Govt. of Odisha from time to time.
4. Proper bills pertaining to official tour should be submitted within seven days of the travel along with the approval letter for payment/ reimbursement.


Registrar

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