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GOVERNMENT OF JAMMU AND KASHMIR
Directorate of State Motor Garages Department
Bemina Bypass Srinagar / New Plot Jammu

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C I R C U L A R No:- 01 - DSMG OF 2022.
D A T E D:- 31 : 03 : 2022.

It is impressed upon both the Deputy Directors, State Motor Garages Department Kashmir/Jammu that they shall maintain daily allotment register in their respective Traffic Control Units as per the below mentioned format *w.e.f. 01.04.2022*:-

Reference No. of Allotment	Duty Slip No. & Date	Vehicle Registration No. & Make	To Whom Allotted (Permanent/ Temporary)	Fuel Issued by	Odometer Reading		Details of mileage covered recorded on logbook with page No.	Sig. Of Driver with Name	Sig. Of S.O. (Tpt)
					Start of journey	End of journey			

The photocopy of the register be submitted to this Directorate on monthly basis duly countersigned by the respective Deputy Director.

Any deviation with regard to above shall be viewed seriously.

(Malik Tahir Gani)

Director,
State Motor Garages Department,
J&K, Jammu/Srinagar.

No. RCD-22/5269-73 /DSMG

Dated:- 31 .03.2021.

Copy to the:-

1. Deputy Director, SMG Department, Kashmir/Jammu for information and necessary action.
2. Accounts Officer, SMG Department, J&K Jammu for information.
3. Incharge Website, SMG Department J&K Srinagar for information and necessary action.
4. O. B. File.