Annexure-II

Department ……

LOG BOOK

Staff Car No. ……

Petrol Account ……

Date	Milometer/Kilometer reading	Petrol Drawn	Initial of Officer Incharge of Veh.

Date	Time		Milometer/ Kilometer Reading	Kilo meters covered	Period of detention included in Cols. 2& 3 for non-duty travels	Name & Designation of Officer using Staff Car	Places Visited	Purpose of Journey if official, full Details	Sign. Of Officer using car, his remarks, if any	No. of hours after normal duty hours off on Sunday & closed holiday	Initials of officer I/C of vehicle, his remarks.
	From	To									
1	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**