

## POL USAGE PROFORMA

Name of the Officer: \_\_\_\_\_ Designation: \_\_\_\_\_

Vehicle No: \_\_\_\_\_ Period from \_\_\_\_\_ To \_\_\_\_\_

Date	Description of journey	Official journey in KM	Private/Personal journey in K.M	POL Drawn Litre	Remarks
1-					Attach prior Approval of Vice Chancellor for all official visits claimed.
2-					
3-					
4-					
5-					
6-					
7-					
8-					
9-					
10-					
11-					
12-					
13-					
14-					
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16-					
17-					
18-					
19-					
20-					
21-					
22-					
23-					
24-					
25-					
26-					
27-					
28-					
29-					
30-					
31-					
<b>Total</b>					

### SUMMARY

(i)	Fuel opening balance (in ltr)			
(ii)	Fuel purchase during the month (In Ltr)			
(iii)	Total fuel available for consumption =(i+ii)			
(iv)	Closing Balance (In Ltr)			
(v)	Fuel Consumed (In Ltr)=(iii-iv)			
(vi)	Total K.M covered during the month			
(vii)	Average per K.M =Total K.M/Total Fuel Consumed = (vi/v)			
(viii)	Official used POL (In Ltr)		Rs.	
(ix)	Fuel Consumed in Private/Personal use (in ltr)		Rs.	
(x)	Total Fuel consumed (Official & Private) = (viii+ix)		Rs.	