

REQUEST

For Extra Attendance of Officers of Customs Department

No.....
Place
Date

To the Director-General

I/We hereby apply for the extra attendance of officers of Customs Department, MRA at
(a) on (b)
..... from (c) to
(d).....
(e).....
.....
.....

I/We undertake to pay the charges prescribed by law for such attendance.

Signature

- (a) Insert place at which attendance is required.
- (b) Insert date on which attendance is required.
- (c) Insert time at which attendance is required.
- (d) Insert time at which attendance will cease.
- (e) Insert nature of work to be performed stating name of ship, aircraft or factory as may be appropriate.

N.B.-This application must be presented to the Proper Officer in sufficient time to allow the necessary arrangements to be made.

FOR OFFICIAL USE ONLY

To

The above request is approved. Deposit of Rs.....should be collected.

Date Director-General.....

ACCOUNT OF CHARGES TO BE RAISED IN RESPECT OF THE ABOVE REQUEST

For the attendance of Officers:-

Date	From	To	No. of hour(s)	Rate per hour Rs.	Rs.	Cs.
.....
.....
.....

For the transport of Officers:-

Date	From	To	Particulars	Rs.	Cs.
.....
.....
.....
Total			

I certify that the above account is correct and that the charges are raised in accordance with the Customs Regulations.

Date

Section Head.....

