

To

The Chief Controller of Accounts,
Accounts & Treasuries.

Subj: ***Submission of defect report of vehicle.***

Sir,

I have the honour to submit herewith defect report of vehicle
No. _____ as listed below. Kindly issue work order for
repair to _____

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Yours faithfully,

Countersigned by
Officer concerned.

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