

UNIVERSITY OF ENGINEERING AND TECHNOLOGY, LAHORE
TRANSPORT SECTION

Name and Designation _____
Of requisitioning Officer _____
Date on which vehicle required _____
Particular of the vehicle requested BUS / CAR / VAN

TIME FOR WHICH VEHICLE REQUIRED	DESTINATION ROUTE DETAIL	APPROX: MILE / K.M	PURPOSE OF JOURNEY
TIME FROM _____ TO _____			DETAIL:-

Signature & stamp of Requisitioning Officer _____

Signature of Controlling Officer as per Rule _____

(FOR OFFICE USE ONLY)

DUTY SLIP FOR AUTHORISATION OF USE OF THE UNIVERSITY TRANSPORT

Particulars & Reg. No. of the University Vehicle: _____

Name of Driver: _____

Name of Cleaner: _____

USE OF VEHICLE APPROVED / REGRETTED

Chairman Transport Committee

Transport Supervisor / Officer Transport Section:

(UTILISATION PERIOD OF THE UNVIVERSITY TRANSPORT)

To be filled in by Officer using the vehicle

Time of Departure _____ Time of Return _____

Meter reading before trip _____ after trip _____

Total number of Miles / Km. Traveled _____

Detail about the Journey: _____

I undertake to pay the amount of Bill: _____

Signature of officer using the vehicle: _____

Total Mile / K.m Rate of per Mile / K.m Total Amount Rs.

No. Univ/TPT/ /

Dated: _____