

TRANSPORT DEPARTMENT

Government College University, Faisalabad



Requisition Slip

Duty Type: Official / Personal Use

For whom required: _____

Persons accompanying: _____

Purpose of Journey in details: _____

Date of Departure, _____ Date of Arrival, _____ Number of Days, _____

Time of Departure, _____ Time of Arrival, _____

Places to be visited, From GCUF To _____

Signature of Indenting Officer
(Name & Designation)

For Transport Office Use Only

Not Available: _____ Available: _____ Vehicle No: _____ Driver Name: _____

Signature of Transport Officer

Details of Journey:

Vehicle Meter reading at the commencement of journey: _____

Vehicle Meter reading at the time of dismissing Vehicle: _____

Total Millage: _____

Signature of Transport Officer

Vice Chancellor

Registrar

Dean / Chairman of Dep't/In charge

NOTE:

1. User is responsible to fill in the Requisition Slip in all respects, get it signed from Dean / Chairman of Department / Incharge, obtain availability of vehicle from the Transport officer and get it approved from Competent Authority and submit it to transport Office at least 24 hours in advance.
2. The detail of work and specific duty must be entered in the movement register / log book and official work only will not be considered sufficient.
3. The driver will return the duty slip to the Transport Incharge after completion of duty and Transport section will check and report discrepancies in the entries of duty slip and movement register.
4. The duty slip is an auditable document and its accuracy must be ensured both by the driver and user.
5. In case of study tours please provide a list of all visitors along with their class roll No, CNIC and Contact numbers.