

BEANT COLLEGE OF ENGINEERING & TECHNOLOGY, GURDASPUR
TRANSPORT SECTION
VEHICLE REQUISITION

Date: _____

Name and Designation :

Department :

Vehicle Required & its no. :

Purpose :

Official/Private :

Vehicle Required : From To

Total No. of Hrs/Days:

Committee Members Name : 1..... 2

3.....4

UNDERTAKING:

I undertake the responsibility of the vehicle for its proper use and the purpose, for which it has been acquired for and I will deposit the requisite amount, if used for private purpose.

Sign. of the Officer, using Vehicle
Name

Recommendation of the HOG
(Indenter)

Assistant T.C.O.

Transport Controlling Officer

Principal

Duty assigned to the driver

Time & date of return to the Campus
(To be filled by the driver)

Driver: To follow the approved rout and note the actual Kms. or Hrs. of the vehicle.

NOTE:

It is most urgent to get the approval **one** working day advance for local tours and **two** working day advance for other tours.