

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

Mobile No.....

Recommendation of the HOD
(Indenter)

Director

Assistant T.O.

Transport Officer

Duty assigned to the driver

Sh. Harwinder Singh(M-8837803995).....
Sh. Gurpreet Singh(M-9417951019).....
Sh. Sukhwinder Singh(M-9914050369).....

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

Driver: To follow the approved route and note the actual Kms. or Hrs. of the vehicle in the logbook.

NOTE:

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