

SARDAR BEANT SINGH STATE UNIVERSITY, GURDASPUR
(Established by the Punjab Govt. Vide Act No. 9 of 2021)
TRANSPORT SECTION
VEHICLE REQUISITION

Ref. No. SBSSU/.....

Date:.....

Name and Designation (Indentor) :

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

Vice-Chancellor

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.