



Available Vehicle No.-----

UNIVERSITY OF AGRICULTURE, FAISALABAD**Motor Pool****REQUISITION SLIP**

| Private | Official | Project | Student Tour | Other |
|---------------------------------------|----------|--------------------------------------|--------------|-------------------|
| Username | | Designation | | |
| Team Members- | | Contact No. | | |
| Department | | Faculty | | |
| Departure Date | | Time | | |
| Arrival Date | | Time | | |
| Visiting Place | | Purpose | | |
| (Dean of Faculty) Signature & Seal | | (Head of Deptt.) Signature & Seal | | Signature of User |

APPROVAL

(Director Students Affairs)
For Heavy Vehicle

(Treasurer)
For Light Vehicle

VICE CHANCELLOR

(For outstation only)

FOR MOTOR POOL USE ONLY

| ESTIMATED DISTANCE | | ACTUAL DISTANCE | |
|---|--|--------------------------------|--|
| Estimated distance (both side) | | Meter reading (departure) | |
| Rate (Rs.) | | Meter reading (arrival) | |
| Received as Advance (Rs.) | | Total kilometers covered | |
| (Transport Officer) Signature & Seal | | Rate (Rs.) | |
| | | Total actual Expenditure (Rs.) | |
| | | Deposited A/C No.270-5/NBP | |
| | | Dated | |

P.T.O

INSTRUCTIONS

1. User is responsible to fill in the “Requisition Slip” in all respect, get it signed from the Dean / Chairman, obtain availability of vehicle from the Transport Officer and get it approved from the treasurer / DSA for local duty and submit it to Motor Pool duly counter signed from the worthy Vice Chancellor for out station duty.
2. Users are requested to note meter reading before departure and after arrival. Objections, if any, will be overruled without meter reading.
3. D.A. to driver will be paid by the user for out station duty only as per authorization.
4. Private use of all types of vehicles is restricted to projects staff, self, son and daughter’s marriage only.
5. Night stay will be charged as per local rates.
6. University Vehicles are not allowed to hilly areas and other provinces without special permission of the Worthy Vice Chancellor.
7. Requisition slips are available on every Photocopiers, University Web and Motor Pool in the University of Agriculture, Faisalabad.

CURRENT RATES APPLICABLE w.e.f. 30-06-2008

| SR. # | TYPE OF VEHICLE & DISTANCE | RATE | FULE BY |
|----------------------------|---------------------------------------|-------------|----------------|
| Buses 50-60 seaters | | | |
| 1. | Local Private | 1500/day | User |
| 2. | Over 100 km Private | 15/km | User |
| Buses 30 seaters | | | |
| 1. | Local Private | 1050/day | User |
| 2. | Over 175/ km Private | 06/km | User |
| HiAce | | | |
| 1. | Local Private | 750/day | User |
| 2. | Over 175 km Private | 05/km | User |
| Cars/Double Cabin | | | |
| 1. | Local Private | 750/day | User |
| 2. | Over 175 km Private | 05/km | User |
| Study Tour | | | |
| 1. | Study Tour | 2.5/km | User/Students |

For more information please call: -
Tel: 041-9200161-70, Ext. 2209, 041-9201040,