

# APPLICATION FOR BOOKING OF UNIVERSITY'S TRANSPORT

## STUDENT/EMPLOYEES (FAMILIES) TOUR

Slip No. \_\_\_\_\_

1. Name, Designation of Applicant \_\_\_\_\_
2. Department/ College / Institution \_\_\_\_\_  
Phone: Office \_\_\_\_\_ Residence \_\_\_\_\_ Cell \_\_\_\_\_
3. Purpose for which transport is required \_\_\_\_\_
4. Type of vehicle is required \_\_\_\_\_
5. Date & Time of requirement \_\_\_\_\_
6. Place for which transport is required \_\_\_\_\_
7. Duration for which transport is required \_\_\_\_\_
8. Number of students/Employees/ Employee's family members \_\_\_\_\_
9. Name of Tour Incharge of students/employees with designation \_\_\_\_\_
10. Signature of the applicant (for employee tour) \_\_\_\_\_  
(It is certified that I shall be accompanying with the students/employees tour am responsible for the discipline / management etc.)

Signature \_\_\_\_\_

Signature/stamp of Head of Department \_\_\_\_\_

11. Signature / Name of Chairman Hall Council (In case of hostel students) \_\_\_\_\_
12. Signature / Office Stamp of Dean in case of Study tour \_\_\_\_\_

### NOTE

1. The bus which will be used for recreation purpose outside the Lahore will be booked upto 400 km for single side. Further the transport will not remain outside Lahore more than Five Days.
2. The bus will be booked outside Lahore upto 300 km distance (single side) for funeral prayer whose payment is compulsory as per levied rate.
3. Bus will be provided without any charges within Lahore for funeral prayer, fatiha khawani within three days after death.
4. Buses will be booked for students/employees and employee's families long tours only during vacations in the university.
5. The Recommending Officer, Chairman, Principal, Director will be responsible for all levied dues/charges of transport.
6. Bus will be booked upto 300 km (single side) outside the Lahore for marriage purpose.
7. For marriage, bus will be provided only for Employee's marriage and son/daughter marriage.

### For Office Use Only

Sign. of Booking Clerk \_\_\_\_\_

Advance \_\_\_\_\_

Verified by Assistant \_\_\_\_\_

Reported by Time Keeper \_\_\_\_\_  
(Vehicle is available/ not available)

Bank Challan No \_\_\_\_\_

Transport Officer \_\_\_\_\_

Senior Transport Officer \_\_\_\_\_

Resident Officer-1