

# UNIVERSITY OF THE PUNJAB

**Iftikhar Ahmad Chaudhary**  
Resident Officer-I



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All the Deans of Faculties,  
Principals of the Constituent Colleges/  
Directors of Institutes/Centres/  
Chairmen of all the Teaching/  
Non-teaching Departments,  
University of the Punjab,

## **SUBJECT: BOOKING OF BUSES**

Dear Sir/Madam,

In order to stream line the booking of buses for the purpose of study/Excursion/Recreational tours etc. it has been decided as under:-

1. Due to increase the strength of students and shortage of buses, we are facing difficulties for pick and drop of students and employees during working hours, therefore, it is requested that the **long tours i.e. Study/Excursion/Recreational/industrial be arranged on Saturday/Sundays instead of working days.** Feasibility of buses may be obtained from the office of undersigned before arranging the tour to avoid any inconvenience.
2. In order to save the precious/valuable time of teachers and students, the booking/requisition forms duly filled and signed by the Heads Departments and respective Deans may be forwarded through office staff, seven days before the commencement of booking.

You are requested to disseminate this information to the concerned staff of your department.

Your co-operation in this regard will be highly appreciated.

  
**Iftikhar Ahmad Chaudhary** 2/2/18  
Resident Officer-I

### **Copy forwarded for information to:**

1. Worthy Vice-Chancellor, University of the Punjab, Lahore
2. Registrar, University of the Punjab, Lahore