



Available Vehicle No. _____

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

Private	Official	Project	Student Tour	Other
User Name		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	

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 over ruled 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, 0300-7418633