



The Islamia University of Bahawalpur

REQUISITION OF UNIVERSITY TRANSPORT FOR PERSONAL USE OF UNIVERSITY EMPLOYEES

Important points to hire the Bus/es Coaster/s

- University transport will be provided subject to the availability.
- A requisition for transport should reach at Motor Transport Division seven working days in advance by requirement.
- Timing should be strictly observed by the applicant. Additional charges according to the extra time will be charged from the applicant in case of nonpayment in advance.
- Mileage will be counted from Abbasia Campus.
- HOD's are requested to verify the information submitted by the applicant.
- Applicant is responsible for the use of vehicle according to the policy.

1. Name of employee _____ Designation _____
Department _____ Mob. No. _____
2. Type of vehicle/s required _____
3. Purpose
 - (i) If marriage _____
(In case of marriage, please quote kinship/relationship)
 - ii) Other purpose _____
4. Detail of route _____
5. Date of requirement _____ Time out _____ Time in _____ Total passengers _____

I solemnly affirm that information above is correct and I shall be responsible for proper use of vehicle as per IUB Transport Policy..

Signature of applicant _____

Certificate from Chairman/HOD

Verified and forwarded for consideration.

Signature & Stamp of Chairman/HOD _____

For Office Use Only

Vehicle/s is / are Available Not Available _____
Transport Supervisor

Recommended as per Transport Policy _____
Principal Transport Officer

Approved Not approved

Registrar