



THAPAR UNIVERSITY, PATIALA

INDENT FORM FOR UNIVERSITY CAR/BUS

(A)

Name of Requisitioner	Designation	Department/School/Section/Unit
Date & Time of Visit	Place of Visit	Purpose
Number of Persons		Chargeable Head

Signature of Requisitioner

Signature of Concerned Head

Allowed

UNDERTAKING BY THE OFFICER/OFFICIAL UTILIZING THE VEHICLE

I _____, designation _____
 Department/School/Section/Unit _____ TU, Patiala
 undertake the responsibility for utilizing University Vehicle for the above purpose and
 handing over the same on return to University in good condition.

DATE :

SIGNATURE

(B) FOR OFFICE USE ONLY

Name/Vehicle Number			Name of the Driver			Verified
Meter Reading			Rate per KM	Total Amount	Official/ Private	USER
Closing	Starting	Total				

Please ensure that in case University Vehicle is used for private purpose, (after prior approval) payment as in column is made to the drive immediately after completion of the journey.

APPROVED RATES	Night Charges Rs. 100/- per night for all Vehicles
Diesel Car Rs. 4/- per K.M. Petrol Car Rs. 5/- per K.M. Bus Rs. 15/- per K.M. for students & Rs. 18/- for others	

- NOTE :**
- (1) Please ensure that the form is complete in all respect.
 - (2) Please ensure that the user verifies the starting & closing meter reading.
 - (3) Please send this Performa atleast 3 days in advance.
 - (4) In case of private journey particulars of the payment C.R. No. _____ dated _____