

THAPAR INSTITUTE OF ENGINEERING & TECHNOLOGY, PATIALA

INDENT FORM FOR INSTITUTE 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 Institute Vehicle for the above purpose and handing over the same on return to Institute 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 Institute Vehicle is used for private purpose, (after prior approval) payment as in column is made to the driver immediately after completion of the journey.

<u>APPROVED RATES</u>	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 _____