



Transport's Requisition Form for STUDY TOUR

Required Vehicle: BUS/COASTER/HIACE/CAR Batch: _____

Name of Department: _____ Section: _____

Study Tour's Venue: _____

Study Tour Date: _____ Tour Time: _____ to _____ No. of Students _____

This same batch, made last Study Tour on date _____ at the at Industry/Project _____

Purpose of Journey: Attach Original Invitation Letter verified by the concerned Chairman.

- * *The Sectional Head i.e. Chairman/Director, will verify the genuineness of tour and take full responsibility of the Students, and also ensures that the students will be back by **05:00 PM** of the allowed date.*
- ** *Accompanying Tour In-Charge / Coordinating Teacher should make sure to leave place as early as possible so as to arrive back at Jamshoro before **05:00 PM**. Also, the Chairman/Chairperson/Director must make sure that the classes of accompany tour i/c Teacher (s) are engaged properly.*
- *** *Accompanying tour In-Charge shall ensure that the Study Tour/Route stays within the permitted boundaries.*

Signatories

Complete Name with Designation of In-Charge of Study Tour

In-Charge's Signature

Sectional Head
CHAIRMAN /DIRECTOR

CONCERNED DEAN

ADDITIONAL REGISTRAR
Transport Section

REGISTRAR

PRO VICE CHANCELLOR

For Transport Office Use Only

Vehicle#	
Driver Name	
KM Covered	
POL Rate P/Unit	
Fuel Type	
Charges PKR	
Signature	

Batch Year	
Department	
Study Tour Date	
Departure Time	
Return Date	
Arrival Time	
Return Route Followed as Allowed Yes/No	