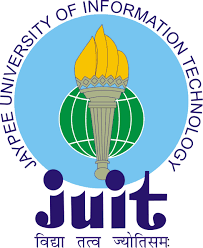
**Jaypee University of Information Technology, Waknaghat Solan H.P**

**INDENT FORM FOR INSTITUTE CAR/BUS**

**(A)**

|  |  |  |
| --- | --- | --- |
| **Name of Requisitioner** | **Designation** | **Department** |
|  |  |  |
| **Date & Time of Visit** | **Place of Visit** | **Purpose** |
|  |  |  |
| **Number of Persons** |  |  |

**Signature of Requisitioner Signature of Concerned Head**

|  |
| --- |
| **UNDERTAKING BY THE OFFICER / OFFICIAL UTILIZING THE VEHICLE**  I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_JUIT undertake the responsibility for utilizing Institute Vehicle for the above purpose and handling 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**  **USER** |
|  | | |  | | |
| **Meter Reading** | | |  |  |  |
| **Closing** | **Starting** | **Total** |
|  |  |  |  |  |  |

**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 Perform at least 3 days in advance.**