**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.**