



# UNIVERSITY OF SARGODHA

## TRANSPORT REQUISITION FORM (FOR EMPLOYEE'S PRIVATE USE)

### STEP-1

User Name \_\_\_\_\_ Designation \_\_\_\_\_

Department / Office: \_\_\_\_\_

Contact No. \_\_\_\_\_ Purpose \_\_\_\_\_

Proceeding to \_\_\_\_\_

Departure Date \_\_\_\_\_ Time \_\_\_\_\_ Arrival Date \_\_\_\_\_ Time \_\_\_\_\_

No. of Days \_\_\_\_\_ Person/Weight/Belongings \_\_\_\_\_ Pick From \_\_\_\_\_

Total KM (estimated) \_\_\_\_\_ KM. Official use  Private Use

Nature of Vehicle: Car  Van  Bus  Coaster  Truck  Ambulance

Tractor/Trolley (for luggage only)

Signature of User \_\_\_\_\_

Recommendations by the Chair/HOD/Dean: \_\_\_\_\_

Signature: \_\_\_\_\_

### STEP-2

### FOR TRANSPORT OFFICE USE ONLY

Name of Driver \_\_\_\_\_ Cell No \_\_\_\_\_ Signature \_\_\_\_\_

Type of Vehicle \_\_\_\_\_ Registration No. \_\_\_\_\_

Supervisor / Assistant's Signature \_\_\_\_\_

Remarks: \_\_\_\_\_

Transport Officer's Signature \_\_\_\_\_

### STEP-3

Recommended  Not Recommended

\_\_\_\_\_  
**Incharge, Transport Office**

Allowed  Not Allowed

\_\_\_\_\_  
**Registrar**

**Note:** TA/DA to staff i.e. Driver/Conductor etc shall be admissible as per rules.

### Rates/Charges

Sr No.	Type of Vehicles	Type of Vehicles on the basis of Engine Capacity only	Rates (Per Km)
1.	Suzuki Bolan /Pick up	Upto 1000 CC	Rs. 20
2.	Car/vehicle		
3.	Car/Vehicle above 1000 CC	Upto 2000 CC	Rs. 25
4.	Toyota Hilux/ Shahzore/ Hiace/Mitsubishi/Hyundai/ Suzuki APV Van etc.	Upto 3000 CC	Rs. 30
5.	AC/Non-AC Mini Coaster/Bus, Mini Truck etc.	Above 3000 CC (Upto 4000 CC)	Rs. 35
6.	Bus/ Heavy Truck	Above 4000 CC	Rs. 45
7.	Tractor Trolley	For Shifting only	Rs. 2000*
8.	Ambulance	For Emergency only	Rs. 30**

(\* **Tractor** shall be provided for shifting of luggage and local use only. Payment shall be made on per day basis instead of per km.

(\*\*) **Ambulance** shall be free for local use (in emergencies only).

### Policy for Private Use

University's Transport Office shall continue the Private usage of available pool vehicles (except ambulance) **on weekends (Saturday and Sunday) or Holidays/Off days/Vacations/non-working days only etc** under these below mentioned conditions only:-

- Transport Office has all the rights, not to entertain any requisition, if ;
  - Availability of vehicle is not checked, prior to the approval from Competent Authority.
  - Requisition is received on short notices.
- Transport Office has all the rights to cancel any requisition or pre-booking etc at any time, if;
  - An official engagement/duty on pool vehicle has come about/occurred.
  - A technical fault has occurred in vehicle.
  - Security reasons or others, if any.
- Recommendation by Concerned Officer/Head and Approval of Competent Authority is **compulsory**.
- Private use facility** can only be availed on weekends/off days/ holidays/vacations etc and shall not be practiced for working days.
- The vehicle shall only be booked for Province of Punjab and Islamabad (Capital).
- No vehicle shall remain outside Sargodha for more than Three days.
- Private use of vehicles shall only be allowed on:**
  - Marriage ceremony of the Teacher/Officer/official and his/her real son & daughter. (**Subject to provision of ceremony card & CNIC**)
  - Death of employee's father/mother, spouse or real children.
  - Medical emergency of employee's father/mother, spouse or real children.  
(**Subject to provision of the medical documents etc in case vehicle is required other than ambulance**)
  - Special written permission by Vice Chancellor: (subject to otherwise fulfilling the criteria in policy for private use).
  - Shifting of luggage.
- The reservation/booking charges shall be Rs 600/- per day for all vehicles.**
- No vehicle shall be provided for relatives like i.e. uncles/maternal uncles/aunts, cousins/brothers/sisters and their families etc.
- Local use of vehicles** shall be considered within the radius of 20 k.m. from Main Campus/Constituent Colleges UoS etc.
- Private use of vehicles shall **NOT** be allowed for hilly areas.
- The payment shall be received from users, as per rules/policy.
- Vehicles/Buses shall be provided on first-come-first-served basis.**

### Minimum Charges

Sr No.	Vehicle Type	Rates
1.	LTV	Rs. 1000
2.	HTV	Rs. 2000

### Policy for Ambulance Use

Ambulance services shall be provided by Transport Section/Wing of University of Sargodha under following criteria/rules and charges etc:-

- In case of unfortunate events/emergencies like deaths, accidents etc. of employees i.e. Teacher/Officer/Officials etc. or their close/blood relatives (Parents/Children/Spouse only) **ambulance shall be provided free of cost** to the affectees or their families only.
- Death Ceremony/Janaza**  
On request by colleagues or departmental staff (Not less than 10 persons) to attend death ceremony only:
  - (Local use or Free of cost)** On death of an employee or death of his/her close/blood relatives (**as mentioned above**), the vehicle shall be provided **free of cost for local use only**.
  - Outstation use (paid services as per rates of private use)**  
User shall be charged, for outstation utilization of ambulance or vehicle as per rates & policy of UoS (for private use of vehicles).
  - Vehicles shall **NOT** be allowed for fateh, Quls, chehlum/Fortieths or Urs and similar events/occasions etc.
  - Vehicles shall be provided for death ceremonies for para 2 (i) & (ii) subject to the condition that desired vehicle is not engaged in any other official activity/duty and on recommendation of Head of the concerned department.
- Transport Office has all the rights, not to entertain any requisition, if ; Availability of vehicle is not checked, prior to the approval from Competent Authority.
- Ambulance shall be provided to the employees @ **Rs 30/- per k.m.** or to their real/blood relatives (**as mentioned above**) for outstation utilization, on emergencies/accidents etc.
- In case of non-availability of ambulance, or any medical grounds etc vehicles shall be detailed/availed and charged as per policy/rules of private use.
- An employee has to show or attach copy of relevant documents i.e. discharge slip or any medical evidence etc. alongwith Transport Office's Requisition Form.
- There shall be NO reservation/booking charges for ambulance only.**
- Ambulance shall **NOT** be provided for relatives of employee like i.e. uncles/maternal uncles/aunts, cousins/brothers/sisters and their families etc.
- Minimum charges for Ambulance are Rs. 1000/-.
- Local use of vehicles** shall be considered within the radius of 20 k.m. from Main Campus/Constituent Colleges UoS etc.
- Ambulance shall **NOT** be allowed for hilly areas.
- All medical emergency requests shall be entertained, subject to the condition that desired vehicle is not engaged in any other official activity/duty or is available in pool/fleet and approval by Competent Authority has been granted/availed.
- The payment shall be received, as per rules.
- Ambulance Shall be provided on first-come-first-served basis.**