



**SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY
SURAT – 395007**

Institute bus facility requisition form

Service Required (Within Surat city only) **for**

No.: _____

Dated: _____

- Institute Students on study tour/ participating in events
 Delegates/participants of seminar /conference /STTP
 Alumni association activity

Sr. No.	Content	Details
1	Name of the Staff Member(Employee)	
2	Designation, Department/ Section	
3	Contact Numbers	
4	Purpose for which bus service is required	
5	No. of Buses Needed with number of passengers	
6	Destination/ Venue details (Within Surat city only)	
7	Dates and Time on which Bus Service is required	
8	Reporting venue	
9	Duration for which Bus Service is required	
10	Likely time on which bus will return on campus.	
11	Approximate distance of travel (To & Fro)	
12	Estimated Cost of Tour*	
13	Source of fund for this trip CCE/ DDF/ PUF/ Project no. ____	
14	Name of staff member accompanying with contact nos.	
15	Signature of Employee (requisitioner)	

Certified that this trip is essential.

Availability of Bus: **Yes/ No**

Section Head/ HOD/ Registrar

**Chairman
Inst. Transportation Committee**

Approved? YES/NO

DIRECTOR

Institute bus service (for delegates/participants of seminar /conference /STTP) will be provided on chargeable basis.

*Charge for each bus is Rupees 1000/- for first 3 hours/ First 30 km followed by additional charge of Rs 20 per km for every additional km / Rs 500 per hour for every additional hour will be applicable

The overall responsibility of bus/buses and safety of passengers thereof during tour lies with the requisitioner who signed this requisition. Submit this form one week before the date on which bus service is required.