



## **Transport SoP-2019**

**1st Draft**

**UNIVERSITY OF SCIENCE & TECHNOLOGY,  
BANNU, Khyber Pakhtunkhwa (Pakistan)**

# UNIVERSITY OF SCIENCE & TECHNOLOGY, BANNU

## PART ONE

### TRANSPORT SoP-2019

1. **SHORT TITLE AND COMMENCEMENT**:- These SoP will be called UST-Bannu Transport SoP-2019, hereinafter referred to as SoP, which shall come into force after approval of the competent authority.
2. **DEFINITIONS**:-
  - (i) **“University”** means the University of Science and Technology Bannu.
  - (ii) **“Department”** means a teaching Department and for the purpose of these rules, includes a Department, Institute or a Constituent College established by the University or located in the University.
  - (iii) **“Head of the Department”** means any person who is Incharge of the administration of a Department/Institute/Constituent College such as Chairman, Coordinator Principal or Director etc including a person who is officiating in such a capacity.
  - (iv) **“Transport Officer”** means an officer of the UST-Bannu to whom the Vice-Chancellor has delegated the powers and duties to look after the working and functions of transport office of the University independently however he shall have to correspond with the Vice Chancellor enrooted through the Registrar’s Office.
  - (v) **“Student”** means a person enrolled as a **regular** student in a Department/ Institute/Constituent College of UST-Bannu.
  - (vi) **“Employee”** means an employee of the UST-Bannu, including a teacher, officer or staff member, whether employed on whole time basis or otherwise.
  - (vii) **“Vehicle”** means any type of motor vehicle donated or transferred to UST-Bannu or purchased by University from its own funds for which separate Vehicle file (personal file) shall be maintained by the Transport Officer.

(viii) “**Fuel Charges**” means, charges made only for fuel & lubricants consumed by a vehicle.

**3. General Rules:**

Economy and austerity shall be the guiding principle in the use of transport.

- a. Transport must be used for official duty only.
- b. Safety aspects of the persons and vehicles/ components shall always be kept in view.
- c. Negligence and misuse of vehicles & tools is not acceptable at all
- d. Drivers must drive all vehicles in a professional manner.
- e. Rough driving & over speeding is not allowed.
- f. Drivers must display excellent standard of conduct & behavior while driving official vehicles.
- g. Music is not allowed in official transport.
- h. For local use of transport, the Transport Officer must issue Trip Sheets. Without Trip Sheet, no vehicle shall be allowed to proceed on duty.
- i. The driver must follow the prescribed route. No deviation in route shall be made unless it is done in the interest of security or change of duty communicated by the Transport Officer.
- j. POL must be accounted for in the light of Trip sheets & log book.
- k. Use of Mobile Phone while driving the vehicles is not allowed. In case it is an emergent call, the driver must stop the vehicle on the roadside and complete the communication.
- l. All the rules of Traffic Code must be abided by the drivers.
- m. Carrying arms or any contraband item like Narcotics etc. are banned in the University's transport.
- n. Driving of the staff cars by the children & family members of officers & drivers is forbidden.
- o. No vehicle will be parked in the homes at any cost. At last light, all vehicles must fall back to the university.
- p. In case of accidents, the scene must be photographed and immediate inquiry shall be ordered
- q. Night driving is forbidden unless it is imposed due to security situation or when vehicle develops fault enroute.

- r. No vehicle can go out of the garage without the permission of Transport Officer unless in emergency like security situation, breakout of fire or evacuation of a person to hospital.

#### **4. Transport Management:**

- (i) The charge of Transport Officer shall be assigned to the Regular University employee not below the rank of BPS-17.
- (ii) The Transport Officer shall manage all the transport activities independently as per approved SoP-2019 and with the prior consent and approval of Vice Chancellor.
- (iii) The Transport Officer shall be the In-charge of Transport Section and will be responsible for proper use of all the University vehicles. He will maintain and control the movement of the vehicles and will look after their maintenance and repairs, POL and other related matters. He will also be responsible for properly maintaining & updating the record in respect of each vehicle in the form of Master/personal file, registration books, log-books and other documents of the University vehicles.
- (iv) Transport fleet of the University consisting of all kinds of vehicles will be the property of the University and will be used primarily for the purpose of facilitating the students, teachers, and employees of the University in attending the classes and offices.
- (v) All the University vehicles shall be under general pool with the Transport officer except the following vehicles in use of statutory officers of the University:

#### **A. Full time entitled Statutory Officers**

- 1. Vice Chancellor no limit
- 2. Registrar 1500 km per month
- 3. Any Directors or officers so authorized by the competent authority but not exceeding limit of 1500 km per month.

#### **B. Key Officers**

The Key Officers shall be provided Car/Vehicle for Pick & Drop at morning and evening only and the car will be placed in General Pool and under the control of Transport Officer i.e,

- 1. Director Administration
- 2. Controller of Examinations
- 3. Treasurer
- 4. Provost,
- 5. Director QEC,
- 6. Director (P & D),

7. Director Academics,
8. Director ORIC,
9. Librarian
10. Deans of the University.

### C. Director Works

Car/Vehicle Shall be allowed to the Directors (Works) or In-charge Works Section for the supervision of the project activities **only**.

### D. Security Officer

Car/Vehicle/Motorcycle shall be allowed to the security officer for the supervision of the security on regular bases day and night check up/ arrangement **only** and shall have 2000 km maximum ceiling for official use in a month.

(vi) The vehicles shall be detailed in favour of the following three categories of Officers the of the University:

S.No	Categories of Officers	Entitlement of Officers	Controlling Authority	Deduction of Conveyance Allowance
01	Full Time entitled Statutory Officers	Car/Vehicle shall be detailed on 1 <sup>st</sup> Priority having engine capacity from 1300 cc to 3200 cc along with Driver	Car/Vehicle shall be Under the Administrative Control of the Statutory Officer	The Statutory Officer shall be subject to deduction of Conveyance Allowance
02	Key Officers	Car/Vehicle in favor of the Key Officer shall be notified on 2nd Priority having engine capacity from 800 cc to 1300 cc	Car/Vehicle shall be placed in General Pool and under the control of Transport Officer and the Key Officers shall be provided Pick & Drop facility	All key officers shall be subjected to deduction of Rs.5000/- p.m OR as recommended by the Transport Committee from time to time.
03	Director Works	Car/Vehicle Shall be allowed to the Directors (Works) or In-charge Works Section for the supervision of the project activities only for which no deduction shall be made		Amount of Rs. 5000/- p.m shall be deducted when the Director Works/In-charge works opted for Pick & Drop facility
04	Security Officer	Car/Vehicle shall be allowed full time to the security officer for the supervision of the security on regular bases day and night check up/ arrangement and shall have 2000 km maximum ceiling for official use in a month.		Security officers shall be subjected to deduction of Rs. 5000/- p.m OR as recommended by the Transport Committee from time to time.

## **5. Vehicle Allocation Mechanism**

- (i) The University Vehicles shall be allocated afresh to all the entitled Officers of the University as per this SoP-2019 with the recommendation of the Transport Committee and approval of the Vice Chancellor.
- (ii) The entitled officers of the University shall submit written application for Vehicle to the Transport Officer of the University, who shall work as Secretary/member of the Transport Committee.
- (iii) The application(s) shall be placed before the Transport Committee for its recommendation to the Vice Chancellor for approval.
- (iv) The transport Officer shall formally notify the name(s) and No.s of the vehicles against the officer(s) to whom the vehicle has been allotted under intimation to the Pay Officer of the University for Deduction of Conveyance Allowance as per standing Government rules which varies from time to time. Notification regarding allotment of each vehicle to the university employees and necessary deduction under intimation to the Pay Officer of the University shall be the responsibility of the Transport Officer and he is required to be vigilant in this connection failing which responsibility shall be fixed and the amount shall be recovered from the responsible one.
- (v) Consequent upon notification of the Transport Officer the Pay Officer shall deduct the amount at source from the monthly salary of the employees.
- (vi) The vehicles in general pool shall be allowed by the Transport officer for official work of the University and its departments / institutions on proper requisition by head of the section / department / institution duly approved by the competent authority etc.

## **6. Transport Committee:**

(1) There shall be transport committee comprising of the following:

- Registrar Chairman
- Treasurer Member
- Director Administration Member
- Director (P & D) Member
- Store Officer Member
- Transport Officer Member / Secretary

(2) Following shall be the functions and powers of the transport committee:

- i) They will assess, revise and fix rates for the University vehicles from time to time
- ii) They will inquire and decide the cases of misconduct of drivers and misuse of vehicles by university employees / students etc.

- iii) They will arrange and decide transportation matters of University employees and students under university transport facilities and assess, revise and fix transportation charges in this connection from time to time.
  - iv) The committee will periodically inspect university vehicles for its proper maintenance;
  - v) The committee will assess the status of the vehicles for its repair/maintenance/condemnation etc, and will grant approval of repairs / replacement of parts and provision of auxiliary parts like CNG kits, air conditions etc.
  - vi) The committee shall prepare a detailed list of the vehicles and shall submit the same for approval of the competent forum according to the need/entitlement.
  - vii) The committee shall allot vehicle for the purpose of pick and drop (local only) of the facilitators /guests/ members for the seminars / workshops/conferences arranged and financed by the university and meetings of the statutory bodies.
- (ix) All the University vehicles of UST-Bannu would be under general pool with the Transport Officer except those which are specifically detailed for duty with the University Statutory Officers. The vehicles at general pool will be detailed by the Transport Committee for performance of official work of the University on proper requisition of the Head of the Department/Section duly approved by the competent authority.
- (x) These rules shall also be applicable to all those Departments/ Institutes/Constituent Colleges working under UST-Bannu who have the transport of any kind on their charge.
- (xi) No person except the authorized driver of the UST-Bannu detailed specifically shall drive the vehicle. He shall be responsible for putting the vehicle in the garage/parking place after performance of duty and shall report compliance to the Transport Office to this effect.
- (xii) The officer with whom the vehicle is specifically detailed, other than the general pool vehicles, will be permitted to drive the vehicle only in emergencies in case the driver is absent or not available provided that he himself possesses the valid driving licence. In any case he will be fully responsible for the safety of passengers and of the vehicle at his disposal.

- (xiii) Officers to whom the vehicles have been earmarked by designation or they use the vehicles detailed with their offices shall not be entitled for conveyance allowance.
- (xiv) Vehicles shall not be allowed for political purposes such as participation in political public meetings, reception of political leaders, processions and demonstrations arranged by political parties and celebrations on political events, death-anniversaries and student election campaigns etc.
- (xv) Transport will be allowed on fuel charges for educational purposes. Such trips will be arranged by the head of the Department in accordance with the general policy of the University subject to prior approval of the Vice Chancellor and proper requisition of vehicle.
- (xvi) The Vice Chancellor will exercise his own discretion in allowing Transport for religious purposes only, subject to proper requisition of the vehicle and security of men and material.
- (xvii) In the event of the death of any student on the campus or in any hospital in Bannu, the University will make arrangement for free transportation of the dead body up to his home town in Pakistan.
- (xviii) The UST-Bannu will maintain two emergency vehicles round the clock with the Transport Officer or any other officer authorized by the Vice Chancellor. In the event of emergency the vehicles will be provided free of charge to take a sick student or employee to the nearest relevant dispensary or hospital and bring him back during working hours. The sick-student will invariably be accompanied by a teacher if the emergency occurs during the working hours or the Warden/Assistant Warden of the concerned Hostel if the emergency takes place after working hours only for hostel students or employees.
- (xix) In case of the death of an employee or a member of his family including parents in the campus or any hospital in Bannu, the University will make arrangements for free transportation of the dead body.
- (xx) The University vehicles shall not be allowed to be used during wedding ceremonies of the University employees or their families , due to the face the following potential reasons:

- (i) Women and Children during the event over seated in the vehicle.
- (ii) Spread litter in the vehicle
- (iii) Damage spongy seat and other fragile parts of the vehicles
- (iv) Defamation campaign against the University Management on social media.

Keeping in view the above University shall not allow transport facility even on payment to an employee on the occasion of his son's, daughters or his own marriage.

- (xxi) Free use of University vehicles for private purposes either by the employees or students of the University will not be allowed in any case.

**(5) Drivers of the University.**

The driver of each vehicle shall strictly observe the following:-

- (a) He shall be responsible for proper up-keep and cleaning of the University vehicle, actual consumption, careful driving, caution against accident and timely service and repair.
- (b) He shall get entries recorded in the log-book before the concerned officer/requisitioner leaves the vehicle after return from the official/private duty.
- (c) He shall be responsible for any damage which may be caused to the vehicle due to his negligence in such cases the responsibility shall be fixed by the enquiry committee with the approval of the vice chancellor.
- (d) He shall observe the driving and traffic rules, speed limits laid down in different areas.
- (e) He shall not leave the vehicle unattended or in dangerous position while on duty.
- (f) The above rules, from serial "a" to "e", shall also be applicable to Statutory Officers when they drive the vehicles themselves in case of emergencies only.

- (g) The drivers shall perform their emergency duties with punctuality as per schedule communicated to him by the Transport Officer ,however if the Driver has been found lazy and unpunctual his this act shall be reported by the Transport officer into the notice of high up for corrective measures.
- (h) The driver concerned shall not allow any body (even the conductor, if any) to drive the University vehicle.
- (i) In case any officer/ Official/requisitioner insists persistently on driving the vehicle himself, the driver will not resist, but shall report the matter to the Transport Officer for action. In such a case the concerned officer/official/requisitioner shall be fully responsible for the damage, if any.
- (j) The drivers must be in proper dress specified for them.
- (k) The drivers/conductors shall be paid overtime allowance for the duties exceeding their normal duty-hours as per the rates to be fixed by the Syndicate subject to the verification of his over-time duty by the **Transport Officer**.

**(6) MASTER / PERSONAL FILE**

(a) Mater File /Personal file shall be maintained for each vehicle which contained all important documents including the year wise information regarding cost of repair and maintenance incurred from time to time and shall remain in the custody of the Transport officer

(b) The Master File /Personal File shall be provided to the Audit team on their request for annual audit verification.

(c) The month wise expenditure incurred on the vehicle in term of maintenance and repair, replacement of parts and fuel expenditure shall be maintained in r/o each vehicle for cost analysis, to know the maximum limit of POL consumed and to control the misuse of the vehicle. The Transport officer shall have develop proper templates in this regard.

(d) The Transport officer shall ensure to return all the condemn parts of the vehicle to store officer of the University.

**(7) LOG-BOOK**

- (e) Proper log-book shall be maintained for each vehicle which shall remain in the custody of the driver of the vehicle. The Registration Number of the vehicle shall be indicated on the title cover of the log-book.
- (f) Every person using the vehicle shall make and sign entries in the log-book in respect of the journey performed by the vehicle with him/her and to certify total kilometers of the vehicle used.
- (g) Petrol/Diesel put in the vehicle shall be entered in the log-book and will be countersigned by the officer/requisitioner concerned in whose presence the same has been put in the fuel tank of the vehicle.
- (h) Entries with regard to repairs/service of vehicle, replacement of tyres, battery, spare-parts etc, shall be made by the driver concerned in the log-book.
- (i) The log-book of a vehicle earmarked to an officer under clause-6 of these Rules shall be properly maintained by the concerned driver and certified by the officer concerned, except the Vice Chancellor where the log book will be certified by the Private Secretary to the Vice Chancellor.

**(8) AUDIT**

- (a) The accounts/expenses of each vehicle shall be audited out by the University Auditor at the University at the time of passing the fuel bills who shall also ensure that the rules for detailment, use of vehicle, consumption of fuel, entries in log-book and petrol account register etc. have correctly been observed.
- (b) The Transport record shall be subject of third party audit including audit team of Auditor General of Pakistan as and when required.
- (c) The Transport Officer may ensure that the record has been maintained and systematically kept in cupboard/record room to be readily available for the post audit.



## **PART TWO**

### **TOURS SoP-2019**

#### **POLICY FOR TOURS**

Two types of tours shall be organized in the University as under:

- A. Study Tours
- B. Pleasure Tours

(i) For both types of the above mentioned tours only those students of the University shall be entitled who have deposited all dues as per **“Students Dues SoP-2019”**. The Chairman of the Concerned Department shall certify the Students to this effect.

(ii) No file of Study Tour or Pleasure Tour will be carried by students from office to office. The file shall be handled by the concerned chairman or clerk of the department to Transport office for onward process.

#### **A. Study Tours**

1. The Chairman of the Department shall recommend only those students for the Study Tour who shall dully cleared their dues as per **“Students Dues SoP-2019”** and therefore the Chairman concerned shall provide the dues clearance certificate to the students.
2. Study Tour should be planned on working days only and their duration should NOT exceed 3 days and 2 nights inclusive of start and end day. For any longer tour, the

- university will also provide Rs. 200/- honorarium to each student of Engineering Departments (final year) for maximum 03 days.
3. The Teacher of the Concerned Department shall be given 1<sup>st</sup> priority to be nominated for study Tour. However due to any reason Teachers of the Departments are not willing to accompany the students Tour then he/she shall convey their refusal in writing to the Registrar's Office who shall then nominate Teacher from any department of the University to accompany such tour.
  4. Study tour shall be arranged once in an academic year i.e 01day trip in the earlier years while 04 days in the last year.
  5. In case of 04 years programs it shall be during 2<sup>nd</sup>, 4<sup>th</sup> & 6<sup>th</sup> semesters whereas in the last year it should be during 8<sup>th</sup> semester. However in case of 02 years programs it shall be during 2<sup>nd</sup> & 4<sup>th</sup> semesters.
  6. Tour file will be forwarded through concerned / Chairman & HOD, with the following details: Complete detail of the tour i.e. Name of Industry, Organization, Institute, University etc to be visited with their consent letter by the concerned chairman.
  7. List of all Students with CNIC and telephone numbers.
  8. Consent of parents or guardians for permitting their children for the designated tour with the photocopies of parents CNIC.
  9. Exclusive permission of parents will be sought in the case of female students.
  10. The tour file must be forwarded 15-working days before the commencement of tour, List of the names of all the students with their signatures and class/session/semester.
  11. Letter of confirmation for the booking of accommodation for the students/ faculty members and staff (Drivers and Conductors etc.) must be attached with tour Proforma under the arrangements of the concerned HoD.
  12. In case of female student in the tour, presence of at least one female faculty member is mandatory to accompany the tour.
  13. Separate accommodation must be arranged for female faculty member and female students.
  14. Route map be forwarded with the Tour Proforma and no deviation from the designated route given in the tour Proforma be permitted, otherwise In-charge of tour will be responsible for additional fuel charges/TA/DA.
  15. Payment to the concerned shall be made as per detail given below:

S.No	Officers/Official	Amount in (Rs)			
		01 Day	02 Days	03Days	04Days
01	Teachers(Fixed Amount)	2000	3000	4000	5000
02	Engineering Students(only)	200	400	600	Up to 3 Days only
03	Drivers	TA/DA shall be paid as per University rules			
04	Cleaner				
05	Class-IV/(Helper)/ Mechanic				

16. Fuel will be provided by UST Bannu free of cost, rest all the expenditure like messing etc. will be borne by the students.
17. Study Tours shall be reflected in the course contents duly approved by statutory body i.e. Board of Studies, and Academic Council.
18. Tour Proforma will be forwarded to Director Students Affairs who will forward the case to Transport Section.
19. Director Students Affairs must endorse the file.
20. Transport Officer shall get approval of the Competent Authority provided vehicle is available and all requirements are complete, otherwise the case will be referred back to concerned HOD.
21. Director Academics in coordination with concerned HODs will issue a yearly Circular to all departments showing approved tour programs of various departments specifying number of days and Institutions to be visited for final year students. Such list of Tour Program shall be finalized by the Director Academics every year by 30<sup>th</sup> April. Chairman/HOD must inform Director Academics about such visits in writing.
22. All approved/Completed tours shall be notified by the Concerned Chairman of the Department for record and correspondence with the Pakistan Engineering Council (PEC)

### **(B) Pleasure Tours**

1. The Chairman of the Department shall recommend only those students for the Study Tour who shall dully cleared their dues as per "**Students Dues SoP-2019**" and therefore the Chairman concerned shall provide the dues clearance certificate to the student

2. Pleasure Tours shall only restricted to semester breaks which will terminate before Sun set, in any case it should not be extended beyond one night and two days.
3. Tour file will be prepared by the concerned Chairman & forwarded through concerned HOD with the following details. In no case the file will be handled by the students. It shall be handled by the concerned Chairman/ Clerk of the Deptt.
4. Completed details of the tour i.e. Name of Industry, Organization, Institute University etc. with their consent letter.
5. List of all Students with CNIC & Mobile numbers.
6. Consent of parents or guardians for permitting their children for the designated tour with their photocopies of CNIC.
7. The tour file must be forwarded 15 working days before the commencement of the Tour.
8. List of the names of all the students with their signatures and Class/session/semester.
9. Letter of confirmation for the booking of accommodation for the students, faculty members and staff (Drivers and Conductors etc.) must be attached with tour proforma.
10. In case of female student in the tour, presence of at least one female faculty member is mandatory to accompany the tour.
11. Separate accommodation must be arranged for female faculty member and female students.
12. Route map be forwarded with the tour proforma and no deviation from the designated route given in the tour proforma be permitted, otherwise In-charge of tour will be responsible for the additional POL and the TA/ TA etc of teachers and staff etc.
13. Entire expenditure will be charged from the students i.e. TA/DA of drivers and conductor, fuel charges, all toll taxes, any damage of vehicle en-route and boarding, lodging of driver and supporting staff be paid in advance at the admissible rates with acknowledgement receipt from drivers and conductors.
14. Any unforeseen expenditure will be paid by the students.
15. Tour Proforma will be forwarded to Director Students Affairs who will forward the case to Transport Officer.

## **GUIDING PRINCIPLES FOR TRANSPORT SECTION**

**The Transport Section:** Transport Section will get approval of the tours from Competent Authority provided vehicle is available and all necessary requirements are complete, otherwise the case will be referred back to concerned HOD for needful.

The following SOP will be adopted for processing Tour Files:

1. Driver must have requisition and copy of Tour proforma before proceeding on tour.
2. Application in the name of Vice Chancellor requesting him for approval of the event.  
Specimen is at **Annex A**.
3. The application will be recommended by the chairman and HOD. Specimen recommendation is at **Annex B**.
4. Specimen of the assistance required from other departments or admin section is at **Annex C**.
5. Along with the application, the following detail will be submitted through concerned HOD.
  - i. List of the organizing students with Discipline and contact numbers **(Annex D)**.
  - ii. Certificate from minimum two supervising faculty members duly approved by the HOD/Chairman with contact numbers **(Annex B)**.
  - iii. List of students going for the tour with contact numbers **(Annex E)**.
  - iv. Explicit Permission of the Parents for each student that they allow him/her for the tour. Chairmen Departments to please ensure that this permission is attached **(Annex F)**.

- v. Explicit permission from the outstation Institution which is intended to be visited.
  - vi. Explicit Confirmation of accommodation for students in case the visit is for more than one day.
  - vii. Detail of the complete program (Time/sequence of the event) **Annex D**.
6. The application will be endorsed / vetted by Director Students Affaires (**Annex B**). He will send it to Transport Officer for obtaining availability of transport who will in turn send it to Deputy Director Administration for Security Clearance. Thereafter the case will be forwarded to Director Administration for seeking approval of the Registrar and Vice Chancellor. (Specimen at **Annex G**).
7. Approval will be accorded by the Vice Chancellor. The file will then be returned back through the same (downward) channel. Admin Section will keep a copy of the entire document and return the file to concerned Chairman.



## **REQUISITION SLIP (Specimen)**

Please detail the University vehicle **car/van/double cabin/truck/bus** for **official/private** duty Registration No. \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ on (date) \_\_\_\_\_ at (time) \_\_\_\_\_.

**Signature of the Requisitioner**  
(With designation/rubber stamp)

Recommended: <input type="checkbox"/>	Allowed: <input type="checkbox"/>
Not recommended with reasons: <input type="checkbox"/>	Not allowed: <input type="checkbox"/>
<b>Signature of the Transport Officer</b>	<b>Signature of the Competent Authority</b>

### **Vehicles used:**

- ii) Registration No. \_\_\_\_\_
- iii) on (date) \_\_\_\_\_
- iv) From \_\_\_\_\_ to \_\_\_\_\_
- v) Vehicle reported back on (date) \_\_\_\_\_ at (time) \_\_\_\_\_
- vi) Vehicle used till (Time) \_\_\_\_\_
- vii) Meter reading recorded (out) \_\_\_\_\_
- viii) Meter reading after use (in) \_\_\_\_\_
- ix) Total KM/Miles used \_\_\_\_\_

**Signature of the Requisitioner**

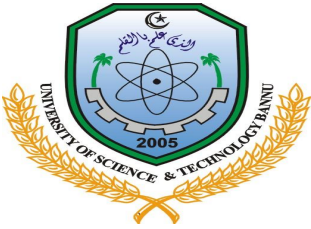


### LIST OF LIGHT VEHICLES (Specimen)

S.No	Registration No.	Type of Vehicle	Model
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

### LIST OF HEAVY VEHICLES (Specimen)

S.No	Registration No.	Type of Vehicle	Model
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



**SPECIMEN APPLICATION**

(To be used for both types of trips)

To

The Vice Chancellor

Through: Chairman \_\_\_\_\_ Deptt.

Subject: **Study Tour – Students for the Session/..... /Tour No.**

1. Respectfully it is submitted that we the students of \_\_\_\_\_ Deptt (---- Semester) plan to arrange one day/ 4 days study tour/ visit to \_\_\_\_\_ on \_\_\_\_\_ to \_\_\_\_\_.
2. The event is considered useful for our \_\_\_\_\_.
3. Our teachers Mr. \_\_\_\_\_ & Mr. \_\_\_\_\_ will accompany us and we will exhibit good standard of conduct & discipline.
4. Permission may please be accorded.

Dated: \_\_\_\_\_

Yours obediently

\_\_\_\_\_



**Annex- B**

**RECOMMENDATION BY THE CHAIRMAN/HoD**

1. The Study/Pleasure tour as applied is recommended/ not recommended. It will help students to build their capacity to understand\_\_\_\_\_.
2. The following two faculty members will supervise the event personally and will ensure that no illegal/unethical activity takes place.
3. Detail of the assistance required from Admin/ Transport or any other office is at Annex C.
4. List of the accompanying students with telephone numbers is Annex D.
5. Route being adopted is \_\_\_\_\_.

\_\_\_\_\_  
**Accompanying Faculty Member-1**

**Mobile No:** \_\_\_\_\_

\_\_\_\_\_  
**Accompanying Faculty Member-2**

**Mobile No:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Signature HOD/Chairman**

**ENDORSEMENT OF DIRECTOR STUDENTS AFFAIRS**

I, Mr. \_\_\_\_\_ Director Students Affairs have gone through the details of the tour/ visit plan. It is in the interest of students and will help build capacity of students. The visit/ tour is recommended/ Not recommended.

Date \_\_\_\_\_

**Director Students Affairs**



**DETAIL OF ASSISTANCE REQUIRED**

Serial	Item	Required on	From where	Remarks
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Chairman \_\_\_\_\_ Deptt



-----DEPARTMENT

**List of Organizing Students**

1. We the students of ----- term intend organizing study tour / visit to \_\_\_\_\_ on \_\_\_\_\_ for \_\_\_\_\_ days from \_\_\_\_\_ to \_\_\_\_\_.
2. Detail is as under.

Serial	Names of Organizing Students	Class	Semester	Mobile Nos.
1	Mr.----- Team Leader			
2				
3				
4				
5				

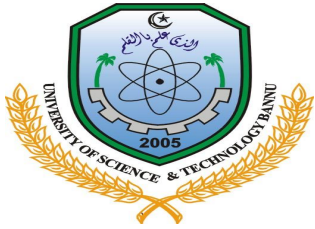


3. **PROGRAM OF THE VISIT:**

Serial	Date	Event	Time	Place
1	Starts at			
2	Reach ----			
3	<u>Visit</u>			
4	Lunch			
5	<u>ETC</u>			

Dated: \_\_\_\_\_

\_\_\_\_\_  
**Signature of Chairman**



**LIST OF ACCOMPANYING/PARTICIPATING STUDENTS**

Serial	Name	Semester	Term	Mobile No
1				
2				
3				
4				

**Notes: Please attach the following:**

- 1. Explicit permission of the parents. It is a MUST in case of Female Students.**
- 2. Attach written permission from the institution being visited during the tour.**
- 3. Explicit permission in writing from the institution providing accommodation to the touring students.**

**Chairman \_\_\_\_\_ Deptt.**



**PERMISSION OF PARENTS**

I, Mr/Miss \_\_\_\_\_ Father/mother/guardian allow my daughter allow to proceed on the trip on \_\_\_\_\_ arranged by her department. I have no objection.

Dated \_\_\_\_\_

\_\_\_\_\_  
**Father/Mother/Guardian**



**Annex G**

1. **Comments by the Transport Officer:**

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2. **Comments by the DD Administration/Security**

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3. **Comments by the Director Administration:**

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4. **Comments by the Registrar:**

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\_\_\_\_\_  
**Approved/Not Approved**

**Dated:** \_\_\_\_\_

\_\_\_\_\_  
**Vice Chancellor**



**Annex H**

**TRANSPORT SECTION**

University of Science & Technology Bannu

Mr/Ms/Dr. \_\_\_\_\_ Vehicle No. \_\_\_\_\_ is allowed to proceed to  
\_\_\_\_\_ (place) on \_\_\_\_\_ at \_\_\_\_\_ AM/PM  
for the purpose of \_\_\_\_\_.

Date \_\_\_\_\_

\_\_\_\_\_  
**Transport Officer**

**On Return**

**(To be filled by the driver)**

1. Meter Reading of vehicle No. \_\_\_\_\_ at the start of journey was  
\_\_\_\_\_ and \_\_\_\_\_ on the  
termination of journey.

2. There was no mishap, if yes, then report (both by the Driver & allottee).

Date \_\_\_\_\_

\_\_\_\_\_  
Driver \_\_\_\_\_