

Government Engineering College Ajmer

Format for Journey in College Bus under Saved Km Scheme (SKS) / On Paid Basis (OPB)

Point # 1 to 5 should be filled by the Tour/Event In-charge and get it duly signed within all 4 column and then deposit a Xerox copy this form + copy of Note sheet (IF Tour/Event In-charge is nominated by competent Authority on note sheet) to In-charge Transport. After Final journey, deposit this original form to In-charge Transport.

- 1) Name of Visit/Event : _____
- 2) Department/Section : _____
- 3) Proposed type of journey: On Paid Basis Saved Km Scheme
- 4) Approximate No. of Students ($\pm 10\%$) : _____
- 5) Journey Description:
 - a. Departure details
 - i. Date(s): _____ Timings: _____
 - ii. Starting Point of journey : _____
 - iii. End point of Journey : _____
 - iv. Need Bus to Wait (if yes approx.. how many hour(s): _____
 - b. Return details (if visit is to & fro type)
 - i. Date(s): _____ Timings: _____
 - ii. Starting Point of journey : _____
 - iii. End point of Journey : _____
 - c. Total Kilometer Running: (Approx.) _____

	Tour/Event In-charge(s) (1)	HOD/Section In-charge (2)	Transport In-charge (3)	Registrar / Principal (4)
Full Name				
Designation				
Note(if any)				
Signature with date				
Dispatch No. & Date				

(Following details will be allotted by Transport In-charge while filling column 3)

Bus No. _____ **Driver Name :** _____
Mode of Journey Passed : OPB / SKS _____ **Driver Mobile :** _____

To be Filled by Tour/Event In-charge on the actual day of journey:

Total Number of Passengers : _____ **Number of Bus Pass Holder IF SKS journey(else NIL) =** _____

_____ x _____ = _____ Rs.
 (Actual Number of Paid Passenger) (Rate) (Amount "A")

Toll Tax "B"(if paid) : _____, **Parking "C" (if paid) :** _____ **Any Other Exp "D" :** _____

Starting Km : _____ **End Km :** _____ **Total Amount (A+B+C+D) :** _____

Amount of Rs. _____ is deposited in Transport Account

at SBI Badliya by me : _____

Driver's Signature with Name _____

Tour/Event In-charge Signature with Name _____