

I.K. Gujral Punjab Technical University Jalandhar

General Administration

Estd. Under Punjab Technical University Act, 1996 (Punjab Act No. 1 of 1997)

IKGPTU/Reg/GA/3796

Dated: 22/12/2020

Circular

Sub: Contact details for transportation, telephone/mobile, accommodation and canteen related services.

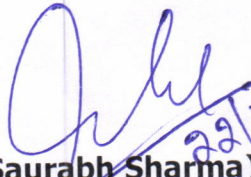
It is informed that General Administration branch may be contacted as per details mentioned below for transportation, telecommunication, accommodation and canteen related services.

Sr.No	Service	Contact Details	
		Contact No	E-mail –ID
1	Transportation*	9478098112	transportptu@gmail.com
2	Telephone Landline	9478098114	Gen.admin@ptu.ac.in
3	Mobile Connection	9478098111	Gen.admin@ptu.ac.in
4	Canteen	9478098111	Gen.admin@ptu.ac.in
5	Accommodation	9478098111	Gen.admin@ptu.ac.in

*Proforma for availing transportation facility is enclosed with, which must be submitted at least before one working day. In case of urgent requirement, the proforma may be submitted by next working day.

*Proforma for University bus pass facility is also enclosed.

All concerned please note.


(Saurabh Sharma)
Assistant Registrar
22/12/2020
Bhavn.

A copy of the above is forwarded to the following for information and necessary action please:

1. I/C Secretariat, O/o Vice-Chancellor: For information of Hon'ble Vice-Chancellor please.
2. Registrar: For information please.
3. Director (Main Campus): Requested to inform all Deputy Dean (Faculty), HoDs (Teaching) and Incharge, Constituent Campuses
4. All HoDs/Incharge (Non-Teaching)
5. Incharge ITS: To update on University website
6. File



I. K. GUJRAL PUNJAB TECHNCIAL UNIVERSITY JALANDHAR

Vehicle Requirement Form

Date: ____/____/20____

Name: (In Block Letter) _____

Designation _____ Emp. Code _____

Contact no. _____ Department _____ Branch _____

No. of Travelers _____

The complete vehicle requirement form, duly signed by the concerned HOD/Branch incharge should be submitted to General Administration Branch at least before one working day)

Sr. No.	Departure			Return (Tentative)			Purpose of Journey
	Date & Time	From	To	Date & Time	From	To	
1							
2							

Signature HOD/Branch Incharge

Signature of the Applicant

Registrar

For Office use only (General Administration)

A. University Owned Vehicle (Tick V)

Vehicle No. _____ Vehicle Type _____ Date _____

B. Hired Vehicle (Tick V)

Vehicle No. _____ Vehicle Type _____ Date _____

Name & Signature of allotting Officer/ Official

Signature of HOD/Branch Incharge

ਸਵੈ-ਪ੍ਰਸ਼ਾਸ਼ਣਾ (ਬੱਸ ਪਾਸ ਲੈਣ ਲਈ)

ਨਾਮ:- _____

ਕਰਮਚਾਰੀ ਕੋਡ/ਦਾਖਲਾ ਨੰ: _____

ਪਿਤਾ/ਪਤੀ ਦਾ ਨਾਮ :- _____

ਅਹੁਦਾ :- _____

ਨਿਯੁਕਤੀ/ਦਾਖਲੇ ਦੀ ਮਿਤੀ:- _____

ਰੇਜ਼ਗਾਰ ਦੀ ਕਿਸਮ(ਰੈਗੂਲਰ/ਕੰਟਰੈਕਟ/ਵਿਦਿਆਰਥੀ) :- _____

ਵਿਭਾਗ :- _____

ਘਰ ਦਾ ਪਤਾ:- _____

ਪੱਕਾ ਪਤਾ:- _____

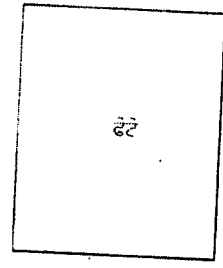
ਪਿੱਕ-ਅਪ-ਪ੍ਰਮਾਣਿਤ :- _____

ਬੱਸ ਸੇਵਾ ਕਦੋਂ ਤੋਂ ਲਈ ਜਾ ਰਹੀ ਹੈ :- _____

ਕਿਹੜੇ ਰੂਟ ਦੀ ਬੱਸ ਸੇਵਾ ਲੈ ਰਹੇ ਹੋ(ਬੱਸ ਨੰਬਰ) :- _____

ਕਿਹੜੇ ਰੂਟ ਦੀ ਬੱਸ ਸੇਵਾ ਲੈਣਾ ਚਾਹੁੰਦੇ ਹੋ(ਬੱਸ ਨੰਬਰ):- :- _____

ਮੈਂ ਬੱਸ ਸੇਵਾ ਘੱਟੋ ਘੱਟ ਤਿੰਨ ਮਹੀਨੇ ਲਵਾਂਗਾ/ਲਵਾਂਗੀ।



ਅਧਿਕਾਰੀ/ਕਰਮਚਾਰੀ/ਵਿਦਿਆਰਥੀ ਦੇ ਹਸਤਾਖਰ
ਮੁਸ਼ਾਇਲ ਨੰਬਰ:-

ਵਿਭਾਗ ਦੇ ਸ਼ਿਫਾਰਸ਼ ਕਰਤਾ ਅਧਿਕਾਰੀ ਦੇ ਹਸਤਾਖਰ

ਸਹਾਇਕ ਰਜਿਸਟਰਾਰ
ਜਨਰਲ ਪ੍ਰਬੰਧਨ