

PGIS VEHICLE RESERVATION – APPLICATION FORM
Postgraduate Institute of Science (PGIS)
University of Peradeniya

Name of Application : Date :
Department :

Director/AR/SAR/DR,
PGIS

Please reserve a vehicle on : (Date)

Vehicle requested : Bus/ Van

- State Official Purpose :
- Name of Passengers :
- Please tick the relevant box,

- Short Course/ Workshop
- Field trip
- Other (Specify)

- Destination
 - a). Department : Date..... Time.....
 - b). Return : Date..... Time.....
- Route and the places to visit :

(No route change is allowed. If change under exceptional circumstances on the way, to be informed to Director/PGIS immediately)

- Mode of payment :
- Place to which the driver should report :

.....
Signature of Applicant

Endorsement of Chairperson (for Workshops) :

Endorsement of Head of the relevant Department (for non PGIS request) :

Endorsement of Programme Coordinator (M.Sc. Programmes) :

Director/PGIS:

Vehicle no: is available on the date requested.

(Driver ...Mr..... Helper : ...Mr.....)

.....
Signature of AR/SAR/DR

Approval for reservation

.....
Director/PGIS

(To be completed by the relevant driver / අදාළ රියදුරු විසින් සම්පූර්ණ කළ යුතුය.)

- Time of Departure
පිටත් වූ වේලාව :
- Time Arrival
පැමිණි වේලාව :
- Speedometer reading at Departure
ගමන පටන් ගන්නා විට ධාවන මීටරය :
- Speedometer reading at Arrival
ගමන අවසාන කරන විට ධාවන මීටරය :
- Total number of Kilometers travelled
ඒ අනුව සම්පූර්ණ ගමන සඳහා වූ දුර (km) :
Helper / Cleaner Name (for Bus)
සහායක / ක්ලීනර් ගේ නම (බස් රථය සඳහා)

.....
Signature of the Driver (රියදුරුගේ අත්සන)

After the journey the driver should complete this form and return the same to the PGIS office. (අදාළ වාහනය ධාවනයෙන් පසු එම රියදුරු විසින් මෙම පෝරමයේ අදාළ කොටස නිසි ලෙස පුරවා ආයතනයට භාර දිය යුතුය)