

**NATIONAL INSTITUTE FOR BIOTECHNOLOGY AND GENETIC ENGINEERING**  
**(NIBGE)**  
**P.O. BOX # 577 JHANG ROAD FAISALABAD**  
**DUTY SLIP FOR TRACTOR**

1. For whom required \_\_\_\_\_
2. Nature of operation \_\_\_\_\_  
\_\_\_\_\_
3. Sq/Acre No/Plot No./Location \_\_\_\_\_
4. Total area \_\_\_\_\_
5. Name and Designation of regular employee to supervise the work \_\_\_\_\_  
\_\_\_\_\_
6. Tractor required dated \_\_\_\_\_ Time from \_\_\_\_\_ To \_\_\_\_\_
7. Place of reporting \_\_\_\_\_

Signature: \_\_\_\_\_

Name of Indenter \_\_\_\_\_

Signature; \_\_\_\_\_

Head of Branch/Division

**AVAILABILITY**

- Available
- Not Available
- Alternate \_\_\_\_\_

Available \_\_\_\_\_  
Transport Assistant

**APPROVAL**

\_\_\_\_\_  
Administrator

ALLOWED/NOT ALLOWED

Director, NIBGE

**DUTY**

Vehicle No. \_\_\_\_\_

Meter reading out \_\_\_\_\_

Driver \_\_\_\_\_

Meter reading in \_\_\_\_\_

Overtime Hours of Driver ( if any ) \_\_\_\_\_

Mileage covered \_\_\_\_\_

