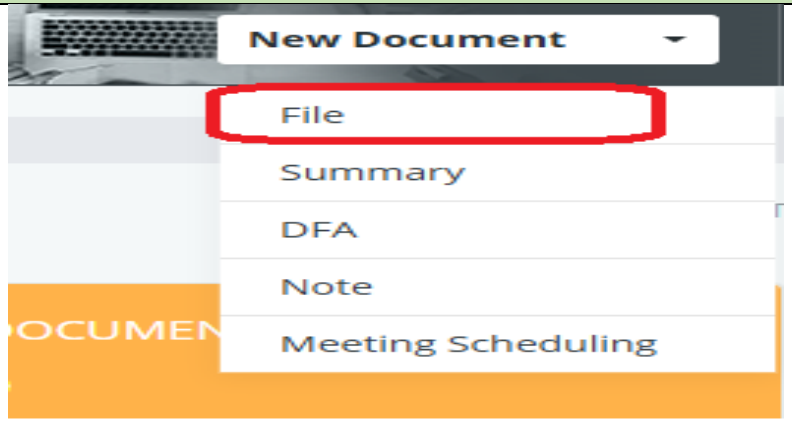
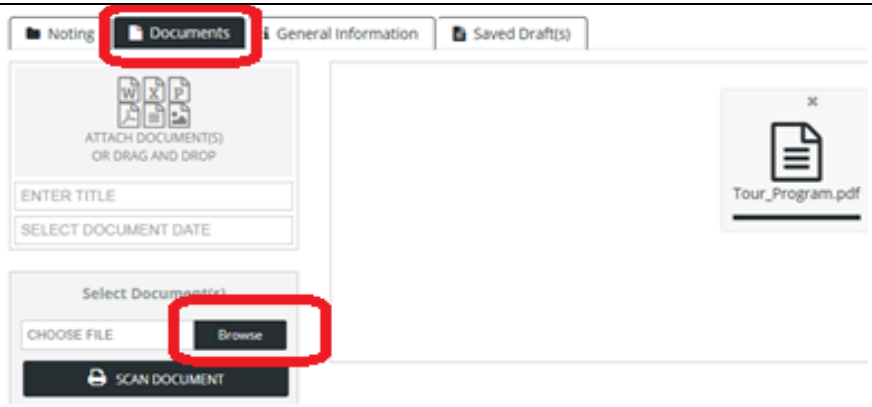
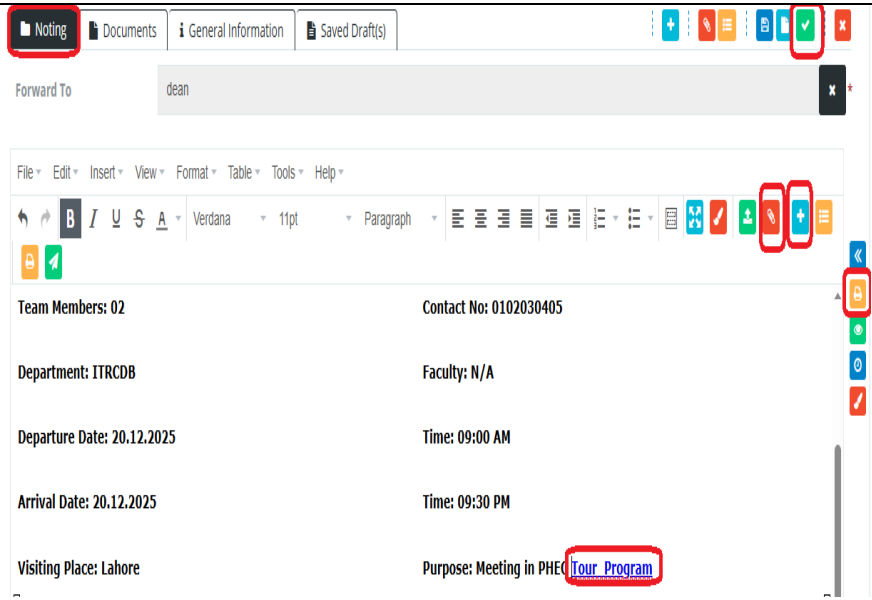
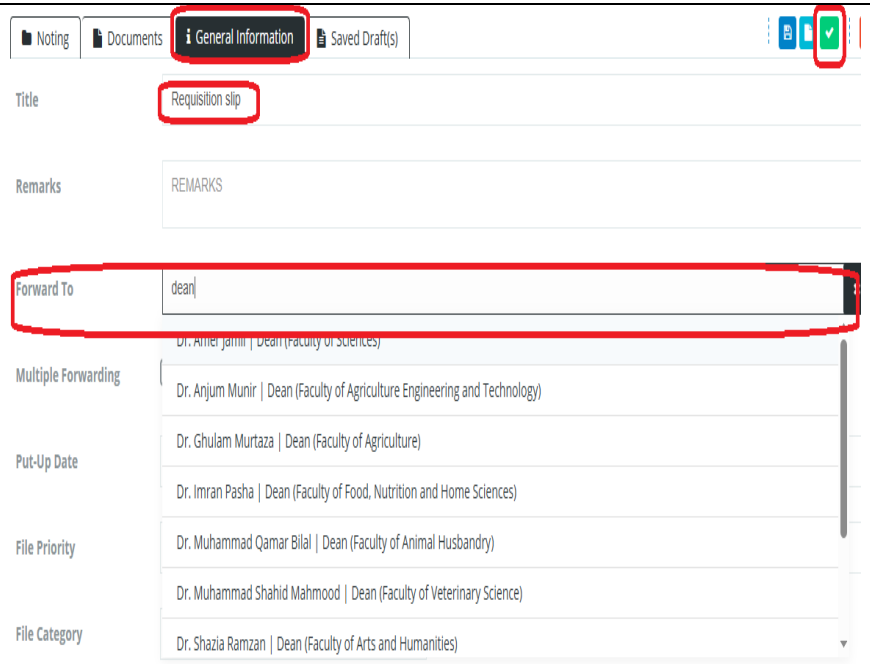
SOP's to be followed by the user for processing a vehicle requisition through E-FOAS

<table>
<tr><th>Step #.</th><th>Step by step Guidelines</th><th>Details</th></tr>
<tr><td>01</td><td>The HOD must initiate the vehicle requisition by selecting the 'File' option from the drop-down menu.</td><td> 
</td></tr>
<tr><td>02</td><td>The HOD must fill in the required details in the table as per the given format.</td><td>
<table>
<tr><td>Private</td><td>Official</td><td>Project</td><td>Student Tour</td><td>Other</td></tr>
</table>
<table>
<tr><td>User Name: Ahmad Khan</td><td>Designation: Director</td></tr>
<tr><td>Team Members: 02</td><td>Contact No: 0102030405</td></tr>
<tr><td>Department: Motor Pool</td><td>Faculty: N/A</td></tr>
<tr><td>Departure Date: 20.12.2025</td><td>Time: 09:00 AM</td></tr>
<tr><td>Arrival Date: 20.12.2025</td><td>Time: 09:30 PM</td></tr>
<tr><td>Visiting Place: Lahore</td><td>Purpose: Meeting in PHEC</td></tr>
</table>
</td></tr>
</table>

03	The HOD must attach the 'tour program' (if applicable) in PDF format under the Document tab and mark it as an attachment to the requisition.	
04	The HOD must paste the table (as mentioned in serial 2 above) in the 'Noting' section and press the 'PLUS' button to add it to the note section. The Red 'attach annex' button can be used to attach 'tour program' with requisition slip. The yellow 'Print Note' button can be used to review the noting before forwarding it to the next level.	

05	The 'General Information' tab should be used to include the subject 'REQUISITION SLIP' and forward the requisition to the respective Dean/Principal. . The green 'Submit' button should be used to forward the requisition to the Dean's office.	
06	If the Dean's office agrees, he/she will forward this requisition to the Transport Officer.	
07	The Transport Officer will allocate a vehicle along with allied details and forward the requisition to the DSA in case of a heavy vehicle, and to the PO Motor Pool in case of a light vehicle for further processing.	
08	The PO Motor Pool or the DSA will approve the requisition or forward to the Vice Chancellor for approval in case of outstation.	
09	If the Vice Chancellor agrees, he/she will approve the requisition and forward the file to the Transport Officer, who will then inform the user about the vehicle and fleet charges details.	

For technical support, please contact the Helpdesk team located in ITRCDB at extension 2506 between 08:00 a.m. and 04:30 p.m.