

INDENT FOR TRANSPORT

1. Name of Indenter -----Contact Number -----
2. Department-----
3. Date and Time the Transport is required. On-----at-----
4. Type of Vehicle. : Light Vehicle / Bus (tick whatever is applicable)
5. Nature of Duty: From----- To----- in connection with-----
6. Place Where Transport Should Report-----
7. Duration of Duty. From-----To-----
8. Number of Passengers ----- (names in case of light vehicle, for Bus refer to Notes).
 - (a) _____
 - (b) _____
 - (c) _____
 - (d) _____
9. Whether duty is being approved by University authority? Yes / No
10. If yes, attach –
 - (a) Officer order issued by University
 - (b) Permission letter by Hon'ble VC/ Registrar
 - (c) SL/DL dully filled & approved form

Notes:-

- (a) Forward the indent at least 48 hours in advance.
- (b) In nature of Duty, please mention the Destination / Venue where vehicle is required to go.
- (c) In duration of duty indicate the tentative time the transport will be back in the College to perform another duty.
- (d) List of passengers (students) and faculty to be attached, in case the bus is required to go beyond limits of Pune District to obtain the permit from RTO.

Signature of applicant
Name and Mobile No.

Recommendation of the HOD

Approval of the Facilities Manager