

**INDENT FOR LOCAL TRANSPORT**

1. Name of Indenter \_\_\_\_\_ Contact Number \_\_\_\_\_
2. Department \_\_\_\_\_
3. Date and Time the Transport is required. On DD / MM / YYYY at \_\_\_\_\_ AM/PM
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, staff and faculty), duly signed by HOD to be attached.

**Signature of applicant  
Name and Mobile No.**

**Recommendation of the HOD**

**Facility Manager**

**Approval of DEAN**