

INDENT FOR OUTSTATION 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) to be attached, duly signed by HOD, in case the bus is required to go beyond limits of Pune District to obtain the permit from RTO.

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

Recommendation of the HOD

Facility Manager

Dean

Registrar