



MITS

MADANAPALLE INSTITUTE OF TECHNOLOGY & SCIENCE

(Deemed to be University under section 3 of UGC Act, 1956)

INDENT FOR TRANSPORT

1. Name of Indenter: -----
2. Department: -----
3. Date and Time the Transport is required. On: -----at: -----
4. Type of Vehicle: Light Vehicle(Car) / 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: -----
9. Contact Number: -----

Notes: -

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

(Signature)

Recommendation of the HOD

Remarks of the Principal