



(UGC AUTONOMOUS)

**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**