



G L BAJAJ GROUP OF INSTITUTIONS
MATHURA (UTTAR PRADESH)

**APPLICATION FOR
TRANSPORT SERVICES FOR OUTDOOR DUTY**

Date: ___/___/___

To

Sir / Madam,

Please be informed that an activity/event, as described, is scheduled as per the details given below.

Name of Activity/Event : _____

Departure Point : _____ Date & Timings at Departure : _____

Destination : _____ Date & Timings at Destination : _____

Return Point : _____ Expected Date & Time of Return : _____

Name of Faculty/Staff & Mobile No. _____

(To be accompanied by)

No. of Students/Passengers _____

Annexure:

- i. List of Students/Passengers
- ii. E-Mail/Notice/Order authorising event

()
Name & Signature of Applicant _____

| Recommended By | Approved By |
|--------------------------------|--------------------------------|
| () Name & Signature: _____ | () Name & Signature: _____ |

For Transport Incharge Use Only

Vehicle No : _____ Passenger Capacity : _____

Driver Name : _____

Mobile No. : _____

Date : _____

()
Name & Signature: _____