

## GL BAJAJ GROUP OF INSTITUTIONS, MATHURA

PROFORMA-'A'

## APPLICATION FOR TRANSPORT SERVICES FOR OUTDOOR DUTY

To :				Date:
Sir/Madam,				
Please be informed that an ac	ctivity/event,	as described, is sche	duled as per the	details given below.
Name of Activity/Event				
Destination		Date & Timings at	Destination	
Departure Point		Date & Timings at	Departure	
Return Point	Expec	cted Date & Time of F	Return	
Name of Faculty/Staff & Mobile No				
No. of Students/Passengers				
Annexure:  i. List of Students/Passengers  ii. E-Mail/Notice/Order authorising event  ( )  Name & Signature of Applicant				
		Name & Signature	of Applicant	)
Availability	Recoi	Name & Signature		oved By
Availability	Recoi	_		
Availability	Recor	mmended By		
Availability	(	mmended By	Appr (	
Availability	( Name : Signature :	mmended By	Appr ( Name : Signature :	
Availability  Vehicle No:	( Name : Signature : For Trans	mmended By  )  port Incharge Use	Appr ( Name : Signature :	roved By
	( Name : Signature : For Trans	port Incharge Use Passenger Capa	Appr ( Name : Signature : Only	roved By
Vehicle No:	( Name : Signature : For Trans	port Incharge Use Passenger Capa	Appr ( Name : Signature : Only	roved By
Vehicle No :	( Name : Signature : For Trans	port Incharge Use Passenger Capa	Approximation (	roved By