

**2021-22****TRANSPORT APPLICATION FORM****(FOR EMPLOYEES ONLY)**

This application form must be filled in by the Staff in its own handwriting with black/blue pen.

Name \_\_\_\_\_ Gender (M/F/TG) \_\_\_\_\_

Father's Name / Husband Name \_\_\_\_\_

Designation \_\_\_\_\_ Department \_\_\_\_\_

Employee Code \_\_\_\_\_ Email Id \_\_\_\_\_

Present Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

Tel. No. \_\_\_\_\_ Mobile No. \_\_\_\_\_ Ext.No. (Office) \_\_\_\_\_

Name of the University \_\_\_\_\_ Institute \_\_\_\_\_ Date of Joining Transport \_\_\_\_\_

Boarding Area / Point \_\_\_\_\_ Route No \_\_\_\_\_ Stop Code \_\_\_\_\_ Seat No. \_\_\_\_\_

Slot 1st/2nd/General \_\_\_\_\_ Working Time From \_\_\_\_\_ To \_\_\_\_\_

**Note:-** If someone joins the transport facility between 1 & 15 of the month, full month charges will be applicable. Seat allotment is on the basis of first come first serve and subject to availability of seats in the bus which can't be claimed rightfully. Seats will be allotted from Seat No. 20 onwards subject to the available seats in a route bus.

**UNDERTAKING** - I shall abide by the rules and regulations of the transport. I shall also inform the Transport Department at least 7days in advance before leaving the facility or availing of long leaves, otherwise, I authorize the Management to deduct applicable transport charges, equivalent to one month notice period, from my monthly salary. I take the responsibility to support the management in maintaining discipline in the bus on the route and will act as route-in-charge while on route. **My Transport service may be terminated immediately in case of any violation of code of conduct.**

DATE : \_\_\_\_\_

Entries of the Application Form verified

Signature of Staff Member

Sig. Of Dean/ Registrar /DR/AO/HOD

**2020-21****TEMPORARY TRANSPORT PASS FOR STAFF**

Name \_\_\_\_\_ Gender (M/F/TG) \_\_\_\_\_ Employee Code \_\_\_\_\_

Institute \_\_\_\_\_ Date of Joining Tpt. \_\_\_\_\_ Route No \_\_\_\_\_ Stop Code \_\_\_\_\_

**NOTE** - Validity of the Temporary Tpt. Pass will be max. for a Week from the date of issue. Seat allotment is on the basis of first come first serve and subject to availability of seats in the bus which can't be claimed rightfully. Seats will be allotted from Seat No. 20 onwards.

Date of Issue: \_\_\_\_\_

**MANAGER TRANSPORT**