

Goutham College

ORIGINAL/DUPLICATE/TRIPPLICATE

258, 5th Main, 2nd Cross, Manjunathnagar, Bangalore- 560 010

Phone : 080-23303737, 23385300 Fax : (091) 080-23118101

E-mail : gouthamgiri@yahoo.co.in Website : http://www.gouthamcollege.org

VEHICLE INDENT FORM

Date : _____

To,

The Vehicle Incharge

Goutham College

Bangalore

Dear Sir,

Please make arrangement the following days vehicle for the purpose of Visits / Postings /
Education Trip or _____

Department on or before _____ for the purpose of _____

and we certify that we are using this vehicle as above purpose only -

Sl. No.	Place of Visits / Address / Contact Person & Phone No	No. of Students	Departure Timings	Arrival Timings	Starting Km. Meter Reading	Ending k.m. Meter Reading
1						
2						

NOTE :- 1. Indent Form should be submitted in Triplicate. First Copy Must Keep with the Transport Incharge, Second Copy must keep with the Driver, Third Copy Office Copy

2. Incase of any mishappened immediately brought the notice to PRINCIPAL/AO/PRO/TRANS. INCHARGE.

3. If Vehicle Broken Down/Late Coming/Witholded for any Authority (RTO/POLICE/Local Authority) immediately contact.

4. **Bus/Vehicle use only in City Limit.**

5. The Accompany Staff should personally notedown the Meter Reading

Indentor Signature Name

Signature of HOD

OFFICE USE ONLY

1. Driver Name :

2. Vehicle No. :

3. Starting K.Mtrs Reading :

4. Ending K.Mtrs Reading:

Approved by
Principal/AO/PRO/Accountant

Driver Signature