



Chandu-Budhera, Gurugram-Badli Road, Gurugram – 122505 (Haryana)
Ph.: 0124-2278183,84,85, Fax : 0124-2278151, Web : www.sgtuniversity.org, Email: info@sgtuniversity.org

TRANSPORT APPLICATION FORM (FOR EMPLOYEES ONLY)

Paste your
latest
Photograph

Mail id- transport@sgtuniversity.org | Contact no. – 7042495698

PERSONAL DETAILS

Name		Gender (M/F/TG)	
Employee ID		Employee ERP ID	
Faculty/Department		Designation	
Present Address			
Teaching Staff <input type="checkbox"/>		Non-Teaching Staff <input type="checkbox"/>	
Email ID		Mobile No.	
Emergency Contact No.		Name & Relationship	

FOR OFFICE USE (TRANSPORT)

Route No.		(A/C) or (Non A/c)	
Boarding Point			
Period of validity	From : To :		
Monthly Charges			

Undertaking - I authorize the HR Department to deduct applicable transport charges from my monthly salary. I take the responsibility to support the University system to maintain the discipline in bus on the route. My Transport service may be terminated immediately in case of any violation of the code of conduct.

Date: - ____/____/____

(Signature of the Applicant)

(Signature of HR Department)

TEMPORARY TRANSPORT PASS FOR STAFF

Name _____ Gender (M/F/TG) _____ Employee ID _____
Date of availing transport _____ Route No _____ Boarding Point _____.

NOTE - Validity of the Temporary transport pass will be maximum 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.

Date of Issue :

Signature & Stamp of Manager Transport