

BIRLA INSTITUTE OF TECHNOLOGY
MESRA-RANCHI
APPLICATION FOR BUS PASS

Name _____ Emp. Code _____

Designation _____ Department _____

Following documents / details are required for making Bus Pass :-

For Self (Staff)

- (a) Two passport size photographs.
- (b) Copy of institute identity Card/Salary slip

For School/ College going children

- (a) Student's Name _____
- (b) Relationship –Son / daughter / _____
- (c) School's Name _____
- (d) College Name _____
- (e) Bus pick up point _____
- (f) Copy of Employee's I .Card
- (g) Two passport size photographs of the student.
- (h) Proof of reletationship for other than son/daughter.
- (i) Copy of School/College I.Card.

Date:

(Signature of Applicant)

Approved / Not approved

(Incharge Transport dept.)

Bus Pass No :-

Valid upto:-

(Transport Officer)