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**RTC INSTITUTE OF TECHNOLOGY**

**Anandi, Ormanjhi, Ranchi-835219**

Passport size Photo

**To,**

**The Transport In-charge,**

**RTCIT, Ranchi,**

**Sub:-** Application for availing bus facility

Dear Sir,

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ student of \_\_\_\_\_\_\_\_ semester, B.Tech / Diploma engineering **[Please √]** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Branch. I want to avail the bus facility from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_month, \_\_\_\_\_\_\_\_\_\_\_year and I will deposit bus fee of three months as per the transport rules.

Please allow me to avail the bus facility and issue my Bus pass, for that I shall be thankful to you.

**Thank You**

**Yours faithfully**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details:-**

**Stoppage Place**:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Father’s name:-

Contact No:-

Class Roll No:-

Branch:-

Date of Application:-

Address:-

Note :- For any query contact transport In-charge