



राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर
NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
(West Bengal), INDIA, www.nitdgp.ac.in
An Autonomous Institution of the Govt. of India under MHRD

VEHICLE REQUISITION FORM
(To be filled by user)

Date: ___/___/20___

1. Name: _____
2. Designation: _____
3. Department: _____
4. Contact No. & Email ID: _____
5. Date & Time of Departure: _____
6. Date & Time of Arrival: _____
7. Pick up Point: _____
8. Number(s) of Persons Travelling: _____
9. Place(s) of visit: _____
10. Purpose of visit: _____
11. Fund Allocation (Please tick as applicable):
Institute Fund / TEQIP Fund / Other (please mention details)
12. Remarks (if any): _____

Signature of Applicant / User

Signature of Head of Department/Section/Centre

Permitted / Not permitted

Director / Registrar / Professor In-Charge

=====

FOR OFFICE USE ONLY

Issued Vehicle Regn. No: _____

Name of Driver: _____

Departure Meter Reading: _____

Arrival Meter Reading: _____

Remarks (if any): _____

Signature of Dealing Assitant

Signature of Transport Officer



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Ref. NITD/EST/Vehicle/06/17

Date: 02.03.2017

Circular

Sub: Revised Vehicle Requisition Form

Some modification has been made in the existing vehicle requisition format. All concern of the Institute are requested to submit requisition for availing official vehicle as per the revised vehicle requisition format as mentioned overleaf.

This has the approval of the competent authority.

**Security Officer &
I/C Estae Section**

Copy to:

1. Director
2. Registrar
3. All Deans
4. All HODs / Section In-Charge / Centre In-Charge / Office In-Charge
5. All DRs / ARs
6. File copy.
7. website .