

राष्ट्रीय प्रोद्योगिकी संस्थान, दुर्गापुर  
NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR  
MAHATMA GANDHI AVENUE, DURGAPUR-713209  
(West Bengal), INDIA, [www.nitdgp.ac.in](http://www.nitdgp.ac.in)

An Autonomous Institution of the Govt. of India under MHRD

Ref. NITD/EST/Vehicle/11/15

Date: 17.04.2015

**Circular**

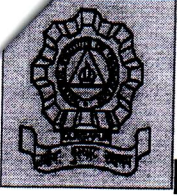
As approved by the competent authority a new Vehicle Requisition Form for Use of Office Vehicle has been drafted.

All are requested kindly adhere to new format as attached with immediate effect.

  
**Registrar**

Copy to:

1. Director
2. Registrar
3. All Deans
4. All HODs / Section In-Charge / Centre In-Charge / Officer In-Charge
5. Chief Warden
6. All Hostel Wardens
7. All DRs / ARs
8. Dr. Anirban Sarkar – Requested to upload in the Institute website.
9. Director's Secretariat
10. Registrar's Secretariat
11. File Copy.



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**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. Remarks (if any): \_\_\_\_\_

**Signature of Applicant / User**

**Signature of Head of Department/Section/Centre**

**Permitted / Not permitted**

**Director / Registrar / Professor In-Charge**

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**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**