

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

Ref. NITD/EST/Vehicle/11/15

Date: 17.04.2015

Circular

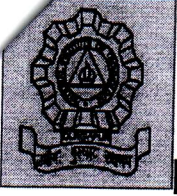
As approved by the competent authority a new Vehicle Requisition Form for Use of Office Vehicle has been drafted.

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

=====

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