राष्ट्रीय प्रोद्योगिकी 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

Requisition for Key Issue

Sl. No.	Employee ID/ Registration No.	Name & Designation	Dept./ Section /Centre	Name of service provider(In case working under any service provider)	Period for which permission is required (please tick the appropriate box)		Specimen Signature	Validity
					Working hours	Working & non-Working hours (both)		

(Kindly attach all necessary documents as mentioned above. Co-operation from all concern is solicited.)

Instructions:-

1. Keys will be issued & deposited by the Permanent employee of NIT Durgapur. A copy to be forwarded duly recommended by concern head of the department/Section in charge/Centre In Charge indicating Name, Employee Id No., designation, Specimen Signature along with photo identity proof to Estate Section.
2. Further in the absence of Permanent employee in the section/ Centre/Department, Contractual employee under service provider engaged as Multitask Assistant can draw & deposit keys subject to providing a copy indicating Name, Employee Id No., designation, Specimen Signature along with photo identity proof duly recommended by concern head of the department /Section in charge / Centre In Charge.
3. All key of Main entry gate of Department, Sections & offices m ay be deposited to the Security desk at Main Building. One set of keys will be operational by Security and other set will be securely placed in the Estate Section.
4. Validity for issue of keys for each Department/Section/Offices would be 1 year and to be renewed every year on requisition basis.
5. For day to day Academic activities keys may be issued to all research scholars. A copy may be forwarded duly recommended by HOD indicating name, Roll No. Identity card No., Specimen Signature along with photo identity proof to Estate Section.