



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

CONSIGNER COPY/CONSIGNEE COPY/SECURITY COPY

RETURNABLE/NON RETURNABLE

Department/Section _____ Date _____

Security Officer may please allow Shri/Smt. _____

Designation: _____ of _____ (Name of Organization) to take out the following materials(s) from NIT Durgapur. The probable date of return of the materials(s) is _____

SL	Description of Material(s) (Make, Model, SL No. & Colour of Material)				Store Receipt Voucher No. & Date	Quantity	Remarks

Destination of material: _____

Reason for taking out : _____

Name, Signature & Seal of HOD with Remarks (if any)

Signature _____

Name _____

Designation: _____

Deptt: _____

Date: _____

Seal: _____

Permitted/ Not Permitted

Security Officer & I/C Estate Section

**Two copies will be presented by the vendor out of which one copy for the vendor and one for security. The vendor will present his copy while bringing the item back

For use of Security Staff Only

Entered in: _____

SL No. _____ Page: _____

Time Out	
Date	
Signature	
Name	