



राष्ट्रीय प्रौद्योगिकी संस्थान दुर्गापुर  
ন্যাশনাল ইনস্টিটিউট অফ টেকনোলজি দুর্গাপুর  
**NATIONAL INSTITUTE OF TECHNOLOGY DURGAPUR**  
Mahatma Gandhi Avenue, Durgapur – 713209, West Bengal, India

**VEHICLE REQUISITION FORM**  
(To be filled by user)

Date :

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 Person Travelling: -----
9. Place(s) of visit: -----
10. Purpose of visit: -----  
-----
11. Fund Allocation (Please tick as applicable):  
Institute Fund / TEQIP Fund / Other (please mention in 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 Assistant

Signature of Transport Officer