



North Eastern Regional Institute of Science & Technology

DEEMED UNIVERSITY u/s 3 of UGC Act, 1956

Nirjuli(Itanagar) : Arunachal Pradesh : 791 109 : www.nerist.ac.in

(Under Ministry of Human Resource Development, Govt. of India)

APPLICATION FORM FOR VEHICLE REQUISITION

(TO be submitted before 24hr for local & 10 days ahead for long journey travel)

(OFFICIAL / PAYMENT)

Name : _____		Designation: _____		Deptt: _____	
Purpose of visit: _____			Place of visit : _____		
Type of vehicle : _____		Date: from _____ to _____,			
Time: from _____ (am/pm) to _____ (am/pm), place of reporting _____.					
					Signature of Indentor
<u>REMARK OF CONTROLLING OFFICER</u>					
<u>Date with Seal</u>			<u>Signature of Authorised Signatory</u>		
The Institute Vehicle NO. _____ may be detailed for Official/ Payment duty along with Shri _____ (Driver) & Shri _____ (handy man).					
<u>Transport Officer</u>			<u>Chairman TPT</u>		
<u>REMARK OF THE HEAD OF THE INSTITUTE</u>					
					<u>DIRECTOR/AUTHORISED SIGNATORY</u>

DETACH HERE

The Institute Vehicle No..... with Shri..... Driver, Shri..... Handyma are here by detailed for Official/On payment duty to.....on dated.....at.....am/pm.The Vehicle should Report Prof./Dr./Mr./Mrs/Ms./.....Dept ofat.....am/pm,who will make necessary entries in proper column with Name, Designation and Time (in & out) in the logbook. The vehicle has to report at H.Q. NERIST Nirjuli on by Am/Pm Positively.

Reporting Place:- DateTime.....

Transport Officer