National Institute of Technology Srinagar

National Institute of Technology Srinagar Hazratbal |Srinagar | J&K | 190006 www.nitsri.ac.in

Transport Section



Requisition for Vehicle

Name & Designation of Employee for whom		
vehicle is required	:	
Department		
Department		
	:	
Purpose		
i uipose		
	:	
Period		
10100		
	:	
Place to be visited		
	:	
Reporting Date and Time		
Reporting Date and Time		
	:	
	-	
Legal/Outstation		
Local/Outstation		
	•	
	•	

Date:

Forwarded/Recommended by HoD/HoC/HoS

Assistant Registrar

Approved by:

Note: For the requirement of a vehicle, the requisition must reach the transport section at least seven days in advance, along with the approval of the tour program and list of students/Staff & Faculty members.

Signature of the Employee

Jr. Assistant(Transport)

Registrar

Director