



राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(Institute of National Importance)
G.E.Road, Raipur, C.G.- 492010, India.

Phone: +91771-2252700
Fax No.: +917712254600
Email: registrar@nitrr.ac.in
Website: www.nitrr.ac.in

REQUISITION FORM FOR INSTITUTE VEHICLE

(to be filled in **BLOCK** letters)

1	NAME OF THE REQUESTOR	
2	DESIGNATION OF THE REQUESTOR	
3	DEPT/SECTION OF THE REQUESTOR	
4	CONTACT NO.	
5	PURPOSE OF OFFICIAL JOURNEY	
6	PLACE OF VISIT	
7	TYPE OF VEHICLE REQUIRED <i>(In the case of Institute Bus mention no. of buses required)</i>	<input type="checkbox"/> MARUTI ESTEEM <input type="checkbox"/> INSTITUTE BUS _____ no. of buses required
8	DATE WHEN REQUIRED	From _____ To _____
9	TIME WHEN REQUIRED	From _____ To _____

Note –

- Kindly ensure to submit the Requisition Form at least 2 working days before the journey start date.
- Kindly ensure to obtain permission for the official visit from the Competent Authority.
- If booking the Institute Bus, HoDs/Section Heads are kindly requested to obtain a written undertaking from students or their parents regarding the students' personal safety.

Date of application:

Signature of the Requestor

HoD/Section Head with Seal

Transport I/c

Joint Registrar
NIT Raipur