



NATIONAL INSTITUTE OF TECHNOLOGY, DELHI
REQUISITION FOR VEHICLE

1. Name & Designation of the Officer whom vehicle is required for official purpose
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2. Purpose:
3. Period:
4. Reporting Date & Time:
5. Local/Outstation:
6. Name and place:
7. Outstation:
8. (give details)

Dated:

(Signature of Officer)
Department _____

Forwarded/Recommended by HOD

COV (Transport)
NIT, Delhi

Approved by

AR/DR
NIT, Delhi

Director
NIT, Delhi

Note: For the requirement of the Car/Bus/Buses the requisition must reach in the Vehicle Section to COV at least 07 days in advance along with approval of the Tour Programme & List of Student/Staff & Faculty members.