



राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड  
NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND  
(An Institute of National Importance under MOE, Govt of India)  
Chumukedima, Nagaland-797103

**VEHICLE REQUISITION FORM**

1. Name of the Employee : \_\_\_\_\_
2. Designation & Department : \_\_\_\_\_
3. Purpose : \_\_\_\_\_
4. Period : \_\_\_\_\_
5. Local/Outstation (Details) : \_\_\_\_\_
6. Name and Place : \_\_\_\_\_

Date: .....

(Name & Signature of Employee)

- Note:** 1. For the requirement of the Institute car/bus/ambulance the requisition must reach in the Transport Section at least 03 days in advance except on medical emergencies.  
2. For student related activities concern Department/Section/In-charge has to submit the forms along with approval of Tour Programme and list of students and Faculty members.

**In-charge (Transport)**

**Assistant Registrar**

**Registrar**