



INDIAN INSTITUTE OF INFORMATION TECHNOLOGY, KALYANI

An Institute of National Importance

(Autonomous Institution under MOE, Govt. of India &
Department of Information Technology & Electronics, Govt. of West Bengal)
WEBEL IT Park,14, Adivasi Para, Opposite of Kalyani Water Treatment Plant
Near Buddha Park, Dist. Nadia, P.O. Kalyani - 741235, West Bengal.
Email-office@iiitkalyani.ac.in, website-www.iiitkalyani.ac.in

Date: ___ / ___ /20 ___

Vehicle Requisition Form

(To be filled by user and submitted to the office at least three working days in advance)

1.	Name	
2.	Designation	
3.	Department	
4.	Contact No. & Email ID	
5.	Schedule of the Journey	Departure Date: _____ Time: _____
		Arrival Date: _____ Time: _____
6.	Destination (Proper Address)	From: _____
		To: _____
7.	Number(s) of Persons Travelling	
8.	Purpose of the visit	
9.	Fund Allocation (Please tick as applicable)	Institute Fund / Project fund / Other please mention details
10.	Remarks (If any)	

(Full signature of the Applicant / User)

Permitted / Not Permitted

(Director/ Registrar)

FOR OFFICE USE ONLY

Issued Vehicle Reg. No.	
Name of the Driver	
Departure meter reading	
Arrival meter reading	
Remarks (if any)	

(User/Visitor Signature)

(Signature of the Driver)

(Signature of the In-Charge/
Assistant Registrar)