



राष्ट्रीय प्रौद्योगिकी संस्थान अगरतला National Institute of Technology Agartala

AGARTALA - 799046 (Tripura)

संख्या/No.F.NITA/17(7-WS)/2006-10(A)/ 346-52

दिनांक/Dated 25 /04/2023

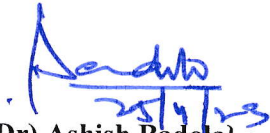
कार्यालय आदेश/ OFFICE ORDER

Sub : Procedure/guidelines regarding allotment of Institute vehicles for official duty.

It has come to the notice that some of the Officials of NIT Agartala are utilizing the institute vehicles without prior approval on the Requisition Slip and also by-passing the general procedure for booking the institute vehicle for official use in and outside the NITA campus which creates mismanagement and derails the laid down procedure for booking the institute vehicles.

In view of the above, it is decided that henceforth, before using any vehicle of the institute, prior approval on Requisition slip (format enclosed) should be obtained from the Registrar, NITA by the concerned Officer/official of the institute and the same should be sent to the Chairman/Co-ordinator, Vehicle Section, NITA without fail.

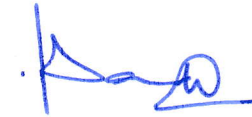
This is issued as per approval of the Competent Authority.

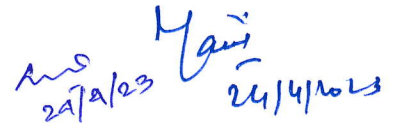

{Col. (Dr) Ashish Badola}
कुलसचिव/ Registrar
एनआईटी अगरतला/ NIT Agartala

Enclo : Requisition slip

प्रतिलिपि/ Copy to:

1. P.S. to Director for kind information of the Director, NITA.
2. All Deans/All HoDs, NIT Agartala,
3. The Chairman/Co-ordinator, Vehicle Section, NITA.
4. All Sectional Heads, NIT Agartala for information.
5. The Dy. Registrar, Department of Finance & Accounts, NIT Agartala.
6. The Chairman, Website & Networking, NITA for information. He is requested to arrange uploading of the same in the Institute website.
7. All concerned Driver, NIT Agartala.


कुलसचिव/ Registrar
एनआईटी अगरतला/ NIT Agartala


27/4/23 24/4/23



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REQUISITION FOR INSTITUTE VEHICLE

1. Name of the Faculty/Non-faculty :
2. Name of the Department/Section :
3. Detailed purpose of journey :
4. Date & time of Journey :
5. Destination : From..... to
6. Time & venue for Reporting of vehicle :
7. Expected time of Return :
8. Type/Name of vehicle :

Initiated by
(Full Signature with designation)

Recommended by
(Full Signature with designation)

Approved
Registrar NIT Agartala

Kilometer Reading

K.M. reading at the time of allotment	K.M. reading at end of the journey
.....
Signature of Co-ordinator	Signature of Faculty/Non-faculty
Signature of Faculty/Non-faculty (using the vehicle)	Signature of Faculty/Non-faculty (using the vehicle)
	Signature of Co-ordinator

Handwritten signatures and dates:
24/11/23
24/11/23