



**INDIAN INSTITUTE OF ENGINEERING SCIENCE AND TECHNOLOGY, SHIBPUR**

**Vehicle Booking Slip**

Vehicle to be required on ..... 20.....

From (time)..... To (time) .....

For Sri/Dr./Prof. ....

Destination .....

Purpose of Journey .....

.....

.....

Name of the person booking the vehicle .....

Certified that the journey will be conducted for official duty.

Signature of the

Date:

Dean/Associate Dean/HOD/Director of schools/Registrar/Finance officer

Counter Signature by

Office of the Dean Administrative Affairs.