



Indira Gandhi Delhi Technical University For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

(Formerly Indira Gandhi Institute of Technology)

REQUISITION FORM FOR PERMISSION OF GATE PASS

(Before filling the Gate Pass Performa please go through the Guidelines overleaf)

I (Name) _____ (Designation) _____ Working
in (Department) _____ requires the Gate Pass for incoming/
outgoing items/vehicles/others on (Period) _____ to _____

Details of items/vehicles/others

Sr. No.	Description	Quantity	Remarks

It is to declare that all the above items have been scrutinized, verified and permitted for arrival/dispatch by me as Nodal Authority/In-Charge

Signatures
(Nodal Officer/In-Charge)

Signatures
(Head of the Department)/
AE (in case of PWD)

FOR OFFICE USE ONLY

(A) PERMISSION :-

(i) Granted (ii) Not Granted

(B) Remarks (if any) :-

Date :

Signatures :

In-Charge (Security & Sanitation)

Copy to :

- General Administration Branch, IGDTUW for information
- Security Officer, IGDTUW for information

Guidelines for filling requisition form for Gate Pass.

1. The requisition form should be duly recommended by HoD/Branch In-Charge.
2. Request should be made at least 02 days prior to date of commencement of work.
3. In case of exigency/same day request HOD/AE is requested to attach a separate letter addressed to DR (GA) stating the reason or exigency and also attach justified document.