

**STAFF**

**SRM VALLIAMMAI ENGINEERING COLLEGE**

(An Autonomous Institution)

SRM Nagar, Kattankulathur – 603 203

**CAR / TWO WHEELER PASS REQUISITION FORM**

(TO BE FILLED IN BLOCK LETTERS)

|    |                   |                          |
|----|-------------------|--------------------------|
| 1. | Name of the Staff |                          |
| 2. | Designation       |                          |
| 3. | Department        |                          |
| 4. | Pass applying for | <b>CAR / TWO WHEELER</b> |
| 5. | Contact Details   | Mobile No.:<br>Email ID: |
| 6. | Address           |                          |

| Make | Model / Colour | Registration No. | Remarks |
|------|----------------|------------------|---------|
|      |                |                  |         |

**NOTE:**

1. Enclose:
  - a. RC book
  - b. Driving License
  - c. Aadhaar – Xerox Copies
2. The Pass is not Transferable
3. Use separate requisition form for multiple vehicles
4. In case the vehicle is not in your name, attach copy of Aadhaar of the owner & vehicle purchased documents to prove the relationship (only Parents' vehicles may be considered) – *Subject to Conditions.*

**Signature of Staff**

**Signature of HOD**

**Principal**

**FOR OFFICE USE ONLY**

|                                     |
|-------------------------------------|
| <b>PASS NO. ALLOTTED / REJECTED</b> |
|                                     |