No: NITR/ES/2013/M/ 3006   Date: 06.12.2013

CIRCULAR

Vehicle Requisition System(VRS) and **File Tracking System(FTS)** developed by Office Automation Cell is ready for implementation and will be functional w.e.f. 09.12.2013 (Monday) as per following guidelines.

1. Go to **http://nitrkl.ac.in/**
2. Click on **Faculty & Staff-> Reach the Administration**
3. Click on **Vehicle Requisition System Icon/File Tracking System Icon**
4. Enter User-Id   (**Your employee Code** and this cannot be changed)
5. Enter Password (**As given by you**)*

   *(Default Password is your **employee code** which you may change after first login)

REGISTRAR
06/12/13

Copy to:

1. All Deans/Chief Warden/HOD's/HOO's.
2. Secretary to Director.
3. PIC (Office Automation Cell)
4. Circular File