

ASSAM UNIVERSITY: SILCHAR

REQUISITION FORM FOR BOOKING OF SEMINAR /CONFERENCE/MEETING HALLS/AUDITORIUM OF ASSAM UNIVERSITY CAMPUS, DORGAKONA

School _____

Department of _____

Date of Requirement for Conference Hall :

From _____ to _____

Time of Requirement for Conference Hall:

From _____ to _____

Name of Conference Hall required : _____

Purpose : _____

Any other requirement in the hall : _____

Any other Specific request : _____

Approval of Honourable Vice Chancellor accorded vide :(Please enclose copy with details)

Any dues for Generator or other facilities or hired items availed for the purpose on the day will be paid by me.

Date:

Signature

Name

Department

Forwarded by

Signature of HOD/Dean with Seal

Department/School of _____

ASSAM UNIVERSITY: SILCHAR

For Office Use by Estate Section only:

Received on: _____

Hall Available: Yes/No.

The conference Hall is allowed/not allowed for use in this purpose as per details overleaf.

Charges applicable:	Purpose	Amount (Rs.)
	1.	
	2.	
	3.	
	4.	

	Total Amount:	

Conference Hall i/c

Section Officer(Estate)

Assistant Registrar (Estate)