



हरियाणा केंद्रीय विश्वविद्यालय / CENTRAL UNIVERSITY OF HARYANA

(संसद के अधिनियम के तहत स्थापित / Established under the Act of Parliament)

जांट-पाली, महेन्द्रगढ़ (हरियाणा) / Jant-Pali, Mahendergarh (Haryana)

## **Requisition Form for Auditorium**

1. Name:.....
2. Department/Office: .....
3. Designation: .....
4. Event Name:.....  
.....
5. Date of Program:.....
6. Organized By.....
7. Auditorium Open Time:.....
8. Auditorium Close Time: .....
9. Contact No.: .....
10. Private e-mail ID : .....

### **Undertaking**

*I understand that the auditorium facility is to be used for academic/official work only. I undertake that I will use this facility only for academic/official work and that I will not allow any outsider to the auditorium without prior permission from the Competent Authority. I will also take responsibility of the audio/video devices available in the Auditorium.*

Date

Signature of the Applicant

### **Recommendation of the Dean/Registrar/Deputy Registrar of the Department/Office**

I recommended that Auditorium facility may be given to Dr./Mr./Ms.....

Date

Signature of the Head with Official Seal

### **For Office Use Only**

Auditorium Facilities of Dr./Mr./Ms. .... may be opened.

Auditorium Incharge

Date: .....

Time: .....