

GITAM UNIVERSITY
VISAKHAPATNAM-530 045

Date:

To
The Registrar
GITAM University
Visakhapatnam-530 045

Sir,

Sub:- Requisition for **Dr.B.R.Ambedkar Seminar Hall** –Reg

Please allot **Dr.B.R.Ambedkar Seminar Hall** as detailed below:

1. Required Department / Person :
2. Required Days / Dates : Days From: To:
3. Required Hours / Timings : Hours From: To:
4. Purpose :

CONDITIONS FOR ALLOTMENT:

1. An amount of Rs. **1,000/-**-(Rupees One thousand only) per day or part will be charged for providing the Seminar Hall. And it should be paid by **cheque in the name of GITAM University** after getting the approval.
2. The chairs, tables, mike and lighting lamps etc., should not be disturbed in the auditorium.
3. Snacks, Cool Drinks, Water or any other beverages like tea or coffee should not be taken into the verandah or inside the Seminar Hall
4. No article from inside to be taken out from the Seminar Hall.
5. Seminar Hall will be allotted for faculty functions, guest lectures etc;
6. The capacity of Seminar Hall is restricted to **180.**
7. All are requested not to put legs on the walls and chairs, and premises should be maintained neatly.
8. Co-operation is solicited for good maintenance.

Signature of requisitioner

Cheque No. & Date	Amount Rs.	Acknowledgement

Allotted with charges	Allotted without charges	Not Allotted
-----------------------	--------------------------	--------------