

**GITAM**  
**VISAKHAPATNAM-530 045**

Date:

To  
The Registrar  
GITAM  
Visakhapatnam-530 045

Sri,

Sub: Requisition for **BALAYOGI KALAPRANGANAM** – Reg.

Please allot **Balayogi Kalapranaganam** 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.**2,000**/-(Rupees Two thousand only) per day or part will be charged for providing the auditorium. And it should be paid by **cheque in the name of GITAM University** after getting the approval.
2. Electricity and Water charges as per the meter reading.
3. Snacks, Cool Drinks, Drinking water or any other beverages like tea or coffee should not be taken into the premises
4. All are requested not to put legs on the walls and chairs, and premises should be maintained neatly.
5. Co-operation is solicited for good maintenance.
6. The chairs, tables, mike and lighting lamps etc., should not be disturbed in the auditorium.

Signature of requisitioner

Cheque No. & Date	Amount Rs.	Acknowledgement

Allotted with charges	Allotted without charges	Not Allotted
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