

**OFFICE OF THE DEAN, FACULTY OF AGRICULTURE, SKUAST-J,
CHATHA, JAMMU
REQUISITION FOR ALLOTMENT OF CONFERENCE HALL**

1. **Name of the officer/official**
2. **Designation**
3. **Division/office**
4. **Purpose**
5. **Date(s) on which conference hall is required**to.....No. of days.....

No:

Date:

Signature of the Indenter

Certified that there is no outstanding/outstanding of Rs.-----to be paid to Dean Office on account of Conference Hall charges

Signature of Controlling Officer (with seal)

Note:

- Preference will be given to the university function.
- Requisition for the allotment should be sent at least 5 days in advance.
- Conference hall charges is Rs.5000/- per day for university sponsored function (Seminar/Workshop/Symposium etc.) & Rs.7000/- per day for the function organized by private agency. There will be no charge of the conference hall for university function and meetings.
- Indenter will take care about all the belongings and cleanings within and outside of the Conference Hall during & after completion of events.

FOR OFFICE USE

- Conference Hall **Allotted/ Not Allotted** during above mentioned dates
- Rs.....on account of conference hall charges has been paid vide cheque no./ RTGS Transfer ID. No.dated ----- in favour of Accounts Officer FoA SKUAST-J Chatha

Accounts Officer, FoA

Dean, FoA

No:

Date:

Copy to:

- Indenter for information-----
- Nodal Officer Conference hall----- for information and necessary action
- Concerned care taker/FCLA of conference hall -----for information and necessary action
- Concerned Audio Visual operator of conference hall----- for information and necessary action
- Concerned Genset operator of conference hall----- for information and necessary action