

GURU JAMBHESHWAR UNIVERSITY OF SC. & TECHNOLOGY, HISAR

(Established by State Legislature Act 17 of 1995)

'A' GRADE NAAC Accredited

University Works Department



NOTICE

It has been observed in the recent past that request for requisition of Seminar hall/Main hall of Ch. Ranbir Singh Auditorium are being sent directly to the Registrar/Vice-Chancellor by different departments, thereby resulting into clash of dates of different event/programme. In addition to this, the requisitions are being sent only one or two days before the date of event/programme. It is once again requested to all concerned that requisition for use of Seminar hall/Main hall of Ch. Ranbir Singh Auditorium be sent to the University Works Department preferably at least 15 days before the actual date of event/programme in prescribed Proforma which will further be put up to the competent authority for approval. Sample of Proforma is attached herewith and same is also available on the University website www.gjust.ac.in.

- *sd* -
Superintending Engineer

Endst. No. SE/2013/ 2793-2843

Date: 29/11/2013

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**APPLICATION FOR THE BOOKING OF THE CH. RANBIR SINGH
AUDITORIUM**

(To be submitted at least 15 days in advance of any event/programme)

1. Name and address of the Applicant _____

2. Name, Designation, Address and Telephone No. of the authorized person _____

3. Date(s) of booking From _____ to _____
4. Duration of booking From _____ to _____ Hrs.
5. Purpose/nature of the function _____

6. Equipments to be used during the Sound system Yes / No

Function	Video Projection	Yes / No
	Green Rooms	Yes /No

Signature of the Applicant
(with office seal)

Officer-in-Charge of the Auditorium