



**REQUISITION FOR ALLOTMENT OF AUDITORIUM**

(To be submitted at least one week in advance, except in emergencies)

Date:

To

**The Registrar**

Maulana Azad National Urdu University  
**Hyderabad**

**Sub: Request to allot DDE/CPDUMT/Saiyid Hamid Library auditorium-Regarding**

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Sir,

You are requested to allot \_\_\_\_\_ auditorium for official use. Details are as under:

Name of the Applicant : \_\_\_\_\_

School/Department : \_\_\_\_\_

Name of the Event : \_\_\_\_\_

Name of the Speaker : \_\_\_\_\_

Designation & Address of the Speaker : \_\_\_\_\_  
\_\_\_\_\_

Purpose : \_\_\_\_\_

Date : \_\_\_\_\_ Time (From \_\_\_\_\_ To \_\_\_\_\_)

Allotment of auditorium will be made subject to availability and after approval of the Competent Authority. Safety and security of the equipment/accessories kept in the auditorium shall be taken care of by the applicant. Eatables are strictly prohibited in the Auditorium. All the Electrical fittings/Equipment shall be switched off after the event is over. The applicant shall return the keys of auditorium to Estate Section immediately after the event is over.

Signature of the Applicant.....

Signature of the Head of the Dept./Section.....

SEAL

.....  
Approved/Not Approved

**REGISTRAR**

.....  
(For official use of Estate Section)

In view of the approval keys of the auditorium has been handed over to the applicant / his/her representative under acknowledgement.

**Assistant Registrar  
(Estate & Transport)**