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| **SIR JOHN KOTELAWALA DEFENCE UNIVERSITY**  **STAFF MINUTES SHEET** | | |
| **DATE** | **DESCRIPTION** | **SIGNATURE** |
| ( a ) | ( b ) | ( c ) |
| 10.01.2023 | **M – 1**  **DVC (DEF & ADMIN)**  **DEAN - FDSS**  Ref : Proposed Refreshment plan and Estimate attached alongside.   1. Officers’ Trainning Day for all Military Officers scheduled to conduct from 0800 hrs to 2230 hrs on 14 January 2023. Proposed refreshment plan and estimate is attached alongside. 2. Per head cost is **Rs.1,465.00** (Without Liquor) 3. Liquor will be issued by their own mess bill.   2. Forward for your instruction & approval please. | **M A DARSHANA**  Maj  Cadets’Mess Manager |

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| **DATE** | **DESCRIPTION** | **SIGNATURE** |
| ( a ) | ( b ) | ( c ) |
| 18.08.2022 | **M – 1**  **VC**  **DVC (Defence)**  **CO (Admin)**  1. Presidents Colours Awarding Ceremony of KDU is scheduled to be held on 25.08.2022 & Refreshment menu for VIP of said event is attached alongside, submitted by Mount Lavinia Hotel.  2. Forward for your instruction & approval please. | Mess Manager |

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| **SIR JOHN KOTELAWALA DEFENCE UNIVERSITY**  **STAFF MINUTES SHEET** | | |
| **DATE** | **DESCRIPTION** | **SIGNATURE** |
| ( a ) | ( b ) | ( c ) |
| 18.08.2022 | **M – 1**  **VC**  **DVC (Defence)**  **CO (Admin)**  1. Presidents Colours Awarding Ceremony of KDU is scheduled to be held on 25.08.2022 & Refreshment menu for Other Participant of said event is attached alongside, submitted by Mount Lavinia Hotel.  2. Forward for your instruction & approval please. | Mess Manager |