

GURU NANAK DEV ENGINEERING COLLEGE, LUDHIANA



AUDITORIUM REQUISITION FORM

(RECREATION COMMITTEE)

Department/Committee: _____

Purpose: _____

Date of Requirement _____

Time: From _____ **To** _____

ⁱ*Required by (Name) _____ **Department** _____

Sign _____ **Date** _____

AUDI

(For office use only)

Remarks: _____

Approved by Dean (S & W) _____ **Sign** _____ **Date** _____

Received by _____ **Sign** _____ **Date** _____

Comments: _____

President/Secretary _____ **Sign** _____ **Date** _____

ⁱ* Concerned office incharge

- i. Requirement should preferably be made atleast one day prior to the event.
- ii. Attach separately the detailed list of event/activity organizers.
- iii. Send this form to the office clerk (Mr. Narinder Singh), Mechanical Engg, Deptt., through Dean (S & W)