

مولانا آزاد نیشنل اردو یونیورسٹی  
 MAULANA AZAD NATIONAL URDU UNIVERSITY  
 (A Central University established by an Act of Parliament in 1998)



Requisition for allotment of Auditorium  
 (To be submitted at least one week in advance, except emergencies)

Date:

(Through Vice-Chancellor's Office)

**The Registrar**  
 Maulana Azad National Urdu University  
 Hyderabad- 500 032

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

You are requested to allot said 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 \_\_\_\_\_)

Safety and security of the equipments/accessories kept in the auditorium shall be taken care of by the applicant.

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 please arrange to obtain the keys of auditorium from Estate Section

Joint Registrar-Estate

Note: Applicant has to provide a copy of the approval to the Estate and Engineering Section separately for House-Keeping and Electricity Services.