



RAJAM HALL REQUISITION FORM

1. Name of the Function/Purpose :
2. Name of the Organiser :
3. Contact Number :
4. Date of function :
5. Duration of function : From AM/PM
To AM/PM
6. Category : Official / Free / Payment

7. Signature of the Applicant
Date :

8. Recommendation of HOD / Staff i/c. Approved / Not Approved

a. Name :

b. Signature :

DEAN, M.I.T. Campus

Forwarded to JEE/JEC/TA Please Collect Rs..... (Rupees.....Only)
and arrange including Generator / Excluding Generator

Institute Engineer

Deposit Received Towards Batta Charges and Generator Rs.

JEE/JEC/TA

Payment

Acknowledgement

Duty Electrician Thiru :
: Rs.....

Duty Helper :
: Rs.....

Balance Collection returned to Thiru :
: Rs.....

JEE/JEC/TA