



राष्ट्रीय प्रौद्योगिकी संस्थान, दुर्गापुर

NATIONAL INSTITUTE OF TECHNOLOGY, DURGAPUR
MAHATMA GANDHI AVENUE, DURGAPUR-713209
(West Bengal), INDIA, www.nitdgp.ac.in

An Autonomous Institution of the Govt. of India under MHRD

Requisition Form for Booking Community Hall G+8

1. Name of the applicant:.....
2. Designation:..... 3. Department:.....
3. Purpose for Booking:.....
4. Date (s) for requirement:.....To..... 5. Time From:.....to.....
6. Facility Required:

Facility	Fees	Duration	Tick the Appropriate box
Only Community Centre	2,000/-	Per day	

Signature of the Applicant

For office use only

(For confirming the availability and Amount of fee to be deposited)

1. Available / Not available: _____ 2. Fee to be deposited: _____

Submitted for approval of competent authority:

Director / Registrar

Receipt F & A Section

Received an amount of Rs..... with Thanks from Prof./Dr./Mrs.....
Designation..... Department..... towards usages
changes of Community Hall as per the above approval vide Cheque/DD No..... Date.....
Or by online transfer/direct deposit to Institute account No..... SBI, NIT Durgapur along
with UTR No..... and e-receipt/bank receipt copy.

F & A Section

Estate Section

The undersigned is hereby directed to convey the approval of the competent authority permitting you for use of Community Hall on _____ on deposit of _____ toward the usage charges in the F&A section directly with intimation to the undersigned. The premises of the Community Hall is to be cleaned and the belongings of the Centre are to be place properly after the usage. Please contact Estate Section for keys.