



# दक्षिण बिहार केन्द्रीय विश्वविद्यालय Central University of South Bihar

SH-7, Gaya – Panchanpur Road, Village – Karhara, Post-Fatehpur  
P.S. – Tekari, District – Gaya (Bihar) Pin- 824236



Annexure –'A'

## REQUISITION FOR BOOKING OF SWAMI VIVEKANAND LECTURE HALL

01	Name & Designation of the Applicant	
02	Name of the Department/ Organization	
03	Type of Programme	University Programme / Seminar / Workshop Conference / Symposia / Special Lecture / Training Programme/Others (Specify) .....
04	Source of Funding	University Sponsored / Sponsored Agency / Both University & Agency .....
05	Name of the Programme	
06	Period with date and time	
07	Whether IT support is required	Yes / No .....

**Undertaking :-** Nothing will be affixed/stuck up/no nail hammering on the screen, curtains and wall. All fire safety and health measures will be followed by us. I will not disturb the academic activity of the University. Intoxicants/alcohol will not take/serve on the premises. I will not sub-let the booking of the hall. If there is any violation of the terms and conditions of the booking of lecture hall, I shall be wholly responsible and be liable for legal action if any.

**Date :**

\_\_\_\_\_  
Signature of Applicant

Name .....

Mobile No. ....

Email ID. ....

**Recommended by :-** .....

**Signature of Dean/Head of the Department**

Note :1. The filled in application form shall be submitted to the concerned Caretaker for checking the availability of proposed date(s). The caretaker shall put his remark regarding availability or non-availability and submit this form to the Faculty Incharge for his/her recommendation. The Faculty Incharge shall forward it to the Registrar with his/her recommendation for further necessary processing.

2. The Reservation is subject to availability on particular day and after further confirmation by the approving authority for allotment. Only submission of the requisition form not gives the right to claim the allotment.



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**For the office use of CUSB**

**Availability/remarks of dealing Assistant/Caretaker :**

**Recommendation of the Faculty Incharge: RECOMMENDED/NOT RECOMMENDED**

**Applicable booking Charges:-**

Category	Amount per day	No. of Days	Amount to be deposited
Category A	Nil		
Category B	Rs 5000/-per day		
Category C	Rs 10,000/- per day		
Category D	Rs 25,000/-per day		
Security Fee (Rs 20000/- or Nil)			
Grand Total (In Rs)			

\_\_\_\_\_  
**Signature of Faculty Incharge**

**Review by Registrar : RECOMMENDED/NOT RECOMMENDED**

**Registrar**

**Approval of Competent Authority : APPROVED/NOT APPROVED**

**Vice Chancellor**