



**VISVA-BHARATI
ESTATE OFFICE**



**REQUISITION FORM FOR BOOKING OF LIPIKA AUDITORIUM / NATYAGHAR/
BANGLADESH BHAVANA AUDITORIUM**

1. Name and address of the requiring body
(Bhavana/ Department/Organization etc.) _____

2. Name, Mobile no & Email
of the contact person _____

3. Date of Booking:- From _____ to _____
4. Duration of Booking:- From _____ hrs to _____ hrs
5. Purpose of Booking:-
(See overleaf for permitted purposes) _____
6. Whether the proposed programme
has been approved by the Visva-Bharati
authority. _____
(If yes, attach copy of letter/order) **Details of the proposer**

_____ Name	_____
7. Signature of Proposer *	Designation _____
(Head / Principal / PI / Secretary etc)	Mobile No _____
*(Proposer shall be an employee of Visva-Bharati)	Email _____

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8. Booking Recommended / Not recommended:- _____
9. User charges payable for above duration (in Rs.): - _____
(See overleaf for details of user charges, caution money etc.)

OA / JE / SO

Estate Officer/Deputy/JointRegistrar (Estate)

Remarks

Registrar

Vice- Chancellor