

# National Textile University Faisalabad

**To be filled by  
Department**

Diary No:  
Date:

General Administration (Tel: 041-9230081-3 Ext -272 & 128)

**For use of only  
Admin Section**

Requisition No:  
Date:

## DSA Meeting Room Reservation Proforma

### **Note:**

- (a) Filled Proforma may please be submitted a minimum of 02 days before the Meeting Date.
- (b) Naib Qasid of the host department will ensure the dusting/cleaning of Table & Chairs of the Meeting Room before the start of the meeting.
- (c) Your booking shall be treated as canceled if there is any official meeting during the booking dates and times.

Department/Society \_\_\_\_\_

Meeting/Activity \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_ Duration \_\_\_\_\_

Recommendation by the Convener /Department Head \_\_\_\_\_

Date \_\_\_\_\_ Signature of User \_\_\_\_\_ Ph/Mob. \_\_\_\_\_

.....

Date \_\_\_\_\_ Time \_\_\_\_\_

Signature of Advisor Office Staff \_\_\_\_\_

Comments: \_\_\_\_\_

Signature A.D. Students Affairs: \_\_\_\_\_

### **Approved:**

**Advisor Students:** \_\_\_\_\_