**National Textile University Faisalabad**

**For use of only Admin Section**

Requisition No:

Date:

**To be filled by Department**

Diary No:

Date:

General Administration (Tel: 041-9230081-3 Ext -109 & 110)

**Meeting Room Reservation Proforma**

**Note:** (a) Filled Proforma may please be submitted minimum 02 days before Meeting Date.

(b) Naib Qasid of the host department will ensure the dusting/cleaning of Table & Chairs of the Meeting Room before start of meeting.

Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Duration \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Approved:**

**Registrar**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For use of only Admin Section**

Requisition No:

Date:

(For Admin Section use)

Reservation No. \_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature of Admin Assistant (Mr. Shahzad Ali)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Staff Officer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_