

To  
The Hon'ble Vice-Chancellor,  
Vidyasagar University,  
Midnapore – 721 102

[Through the Registrar, Vidyasagar University]

Sir,

Kindly permit us to use the *Committee Room – II / Surya Sen Sabhakaksha / B. N. Sasmal Hall / Raj Narayan Basu Sabhakaksha / A.P.J. Abdul Kalam Savakaksha / Vivekananda Sabhagriha* on / from ..... to ..... for the purpose of .....  
.....  
..... at ..... to .....  
for the Department of .....

The undersigned will be responsible for the safety of the property and its cleanliness.

Thanking you,

Date:

Yours faithfully,

Name: .....

Designation: .....

Department: .....

*Type of approval*

<i>Complementary</i>	<i>Non Complementary</i>
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<i>Payment slip No.</i>	
<i>Paid Rs.</i>	
<i>Total</i>	
<i>Verified by</i>	

*Approval of the Vice-Chancellor*

Approved / Not Approved

To  
The Registrar,  
Vidyasagar University,  
Midnapore – 721 102

Sir,

Kindly permit us to use the *Committee Room – I / Committee Room – III / Amalesh Tripathy Sabhakaksha / B. C. Mukherjee Hall / Radha Krishnan Hall* on / from ..... to ..... for the purpose of .....  
.....  
..... at ..... to .....  
for the Department of .....

The undersigned will be responsible for the safety of the property and its cleanliness.

Thanking you,

Date:

Yours faithfully,

Name: .....

Designation: .....

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<i>Complementary</i>	<i>Non Complementary</i>
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<i>Approval of the Registrar</i>
Approved / Not Approved