

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>Approval of the Vice-Chancellor</i> Approved / Not Approved
<i>Paid Rs.</i>		
<i>Total</i>		
<i>Verified by</i>		

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,

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Yours faithfully,

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<i>Paid Rs.</i>		
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