



**Request for organizing Days Celebration / Events / National & International Conference /
Lectures / Workshop / Symposium / PTM & Alumni Meet - Check List**

1.	Name of the Department	
2.	Name and Designation of the Faculty	
3.	Date of request	
4.	Place of Event	
5.	Name of the Event	
6.	Date of Event	
7.	Whether Amount required from University	☐ Yes ☐ No
8.	If yes, Total Amount	Rs.
9.	Fund requested from any other source	☐ Yes ☐ No If yes, specify the name of agency
10.	Whether budget estimation enclosed	☐ Yes ☐ No
11.	Whether bank account to be opened for the event?	☐ Yes ☐ No
	a) If yes, Mention Name of the Bank	
	b) Account Name	
	c) Account operated by whom	
12.	Advance in the name of	
13.	Whether Advance Form enclosed	☐ Yes ☐ No
14.	Forwarded through Proper Chanel	☐ Yes ☐ No

Signature