

University of Jaffna

Requisition Form For Program / Event conduct by the Students' or Other Unions/ Societies

- a. Requisition form should be handed over to the office of the Administration at least 10 working days before the Programme
- b. This has instructed to the office bears of a Union, University of Jaffna who desire to organize an event are requested to submit requisition application to the Office of the <u>Vice Chancellor or Office of the Registrar at least 07 working days before commencement of the program</u> through the office of the Administration Branch Jaffna or Ariviyal Nagar along with all supporting documents.
- c. *** Use of Motor Vehicle use by student Unions and other Unions (UGC E-Code XXVII) No Student Union, Trade Union, or any other Union or Association in the Commission or Higher Educational Institution or any office bearers of such Unions or Associations, has a right for such Unions or Associations, has a right for the use of official motor vehicle. Only when a student or employees is taken seriously ill or is injured in an accident while in the premises of his/her study or work place, an official motor vehicle may be used to transport the person to the nearest hospital provided the medical officer deems it necessary to doso, or the chairman of the commission / a vice chancellor / a Director of a University collage / Rector of a Campus/ Director of an Institute authorises it in his discretion.
- d. Use of Guest house / Reservation -

Head of Dept

Head of Dept

Head of Dept

Student Union, Trade Union, or any other Union or Association in the Commission or Higher Educational Institution or any office bearers of such Unions or Associations, are not entitled to reserve a room/rooms at the guest house for any function or the visitors or invited guest. If they needed to reserve the guest house the Senior Treasurer of the union or students' counselor of the faculty can reserved the guest house well in advanced through the respective Dean of the faculty along with the relevant documents.

1.	Name of the Applicant or Student				
2.	Designation				
3.	Faculty Department				
4.	Registration No (student only)				
5.	Name of the Union / Society				
6.	Title of the Programme				
7.	Purpose of the programme				
8.	Proposed date			()
9.	Proposed time	From		То	
The	 Request letter Nature of Program and a copy of agend Name of Chief Guest & Guests details Approval for Fund Collection A copy of Invitation card Type of participants (University student from the above details) I under signed will take responsibility of Peany damaged is identified this cause will be 	da nts/Parents/ Outs the approval sho eace, Harmony o	side visitors and gould be got from f the University	the vice-chance	e properties. If
Da	te			nature of App	
The	e above program won't interrupt to the a	cademic activit	ies and recomm	mend	

Head of Dept

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		recommended -Weather the gistered and I will present at	is Applicant is / not/ registered this programme.	member and the Union/
Senior Treasure		**		ent counselor - Faculty
Permission to	X	Place	Recommended(Yes/No)	Signature of Head
remussion to	Λ	1 lacc	Recommended (168/140)	or In-charge
1		Auditorium		
2		Lecture Hall		
3		Lecture Hall		
4		Open Theater		
5		Others		
Recommended Recommended	/ No	t Recommended t Recommended re correct and true appro	I oval granted /Not granted	Dean / DR/SAR/AR
Recommended Recommended	/ No	t Recommended	val granted /Not granted	Dean / DR/SAR/AR
Recommended Recommended The above deta	/ No nils an	t Recommended	val granted /Not granted	Dean / DR/SAR/AR ior Students' Counselor
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Recommended Recommended The above deta	/ No nils an / No	t Recommended re correct and true appro	val granted /Not granted	Dean / DR/SAR/AR or Students' Counselor
Recommended The above deta Recommended The above deta Recommended Approved / No. 1. Permissis 2. Permissis	/ No ails are / No ot App	t Recommended re correct and true appro	rs only	Dean / DR/SAR/AR or Students' Counselor

Сс

• Work Engineer

• Chief Marshal

• Chief Security officer

for your necessary arrangements

For your necessary security arrangements

For your necessary security arrangements