



Leading University, Sylhet
Ragib Nagar, Kamal Bazar, Sylhet-3112
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ROF-14

To
 The Registrar
 Leading University, Sylhet

Subject: Permission for using Gallery/Room.

Dear Sir,

I would like to use subject Gallery/Room and the details of the event is furnished below:

Name of the Department/ Club:

Name of the Program:

Objectives of the Program:

Name of the Sponsor:

Date(s): From to

Time: From to

Chief Guest:

Special Guest/Any outside Invitees:

No. of Attendees: a. University: b. Outside of University:

Verbal Approval from Hon'ble Vice Chancellor before arranging Programs:

Responsible Person from LU:

Applicant Signature

Office Use

	Signature	Related Concerned
1. Availability: Yes/No, Caretaker		1.Asst. Engineer (Electrical):
2. Proctor:		2.PRO:
3. Registrar:		3. IT:

N.B: Gallery/Room can be used only for the said purpose and would have to be left free if any central program is scheduled at that time.

