

## APPROVAL FORM

For supporting staff and other items for Event/Function

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Date: \_\_\_\_\_

The Principal,  
P.G.D.A.V. College (Eve.),  
Nehru Nagar, New Delhi-110065.

Respected Sir,

We are organizing \_\_\_\_\_ (please mention name of the Event/function) of the college with your kind consent in the Seminar Hall/Auditorium/Evening Staff Room/Morning Staff Room/\_\_\_\_\_ (any other place of the College premises) on \_\_\_\_\_ at \_\_\_\_\_ AM/PM.

For the success of the program, we are in need of support of the following members of Ministerial Staff of the college:

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

In addition, we are also in need of following stationery items and accessories (Lamp, Saraswati Pratima, Cotton etc).

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

Permission may please be accorded for the same.

We undertake that any non-consumable item will be returned to the college once the event is over.

(Signature)

Name of the Convener \_\_\_\_\_

Name of Committee/Cell \_\_\_\_\_

Mobile No. \_\_\_\_\_

Approval

Dr. R.K. Gupta  
(Principal)