

S.No.

**Central University of Haryana
Jant-Pali, Mahendergarh (Haryana), 123031**

Proforma for issue of Potted Plants with University Logo

Name and Designation of the Indenter:

Date:

Department:

Mobile no:

No of Pots required:

(No. of external guests+1)

Purpose:

Signature of HOD/TIC

ReceivedPots

**Signature
Name with Mobile Number**

Note:

1. Potted plants will be issued only for important university functions/expert lectures/seminars etc.
2. No potted plant will be issued without submission of duly filled in proforma
3. The proforma is to be submitted at least 3 days before the programme in Room no 326, New academic block 1.
4. The indenter/authorized person can collect the pots between 8-9 AM from nursery one day before programme
5. Under normal circumstances, maximum of 5 pots can be issued for a programme