



## Requisition form for Publishing Advertisement

<b>Title of Advertisement</b>	
<b>Mention the Size of Advt.</b>	
<b>Payment Head (please mark the option with √)</b>	<b>Institute Head ( ) / Project Head ( )</b> <b>In case of Project:- Amount Available _____</b>
Whether Soft Copy of Advt. (Word file) [HINDI OR English OR Both] has been sent at <a href="mailto:ga@iiitdmj.ac.in">ga@iiitdmj.ac.in</a> & <a href="mailto:registrar@iiitdmj.ac.in">registrar@iiitdmj.ac.in</a> or not?	
<b>Name of Person who will certify the Advt. design &amp; invoices</b>	<b>Name :</b> <b>Email id :</b> <b>Mob No.:</b>
<b>Remarks (If any)</b>	

**Signature.....**

**Name.....**

**Designation.....**

**Approved**

**Registrar (For Institute Head)/PIC RSPC (For Project Head)**

Copy to:

- A.R. (Gen Admin): Original copy for necessary action
- Concerned section: For records
- PIC (RSPC): For Project related advt.
- PS to Director: For information only