

CHITKARA UNIVERSITY – HIMACHAL PRADESH

REQUISITION FORM FOR THE LIBRARY – **NEWSPAPERS**

Please route this Performa as: Requisitioner – Dean/HOD – Central Library

Sr. No.	Newspaper Title	Periodicity	Approx cost	No. of Copies	Library / Hostel Name	Print / Online	Remarks
1							
2							
3							
4							
5							
		<b>Grand Total</b>					

Reviewed by Dean/HOD: \_\_\_\_\_

Full Signature: \_\_\_\_\_

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

**For Office Use only (Library)**

Department Library

Date

Chairman Library Committee \_\_\_\_\_ Date: \_\_\_\_\_

**Note: Central library will raise online Indent for further approval and PO**

Requisition By: Name: \_\_\_\_\_

Full Signature: \_\_\_\_\_

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

Mobile Number \_\_\_\_\_

Central Library

Date