

VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT

KALAVANI A/c AUDITORIUM :: SPORTS & CULTURAL COMPLEX

...

Application to **Retired employees / Family Pensioners** of Visakhapatnam Port Trust
for allotment of Kalavani A/c Auditorium, Sports & Cultural Complex.

(in the case of functions for son or daughter of a retired employee)

Certified that the name of son/daughter is found correct
in the family composition of the retired employee.

HEAD OF THE DEPARTMENT

To
The Secretary,
Visakhapatnam Port Trust,
VISAKHAPATNAM – 530 035.

Sir,

I was retired as _____ in the department of _____
Visakhapatnam Port Trust and my Pension Payment Order No. is _____.

I request you to allot Kalavani A/c Auditorium at Sports & cultural Complex for
_____ days from 10.00 AM on _____ upto 06.00 AM on _____ for
celebration of my son's/daughter's marriage/reception.

I furnish the particulars in regard to the function as hereunder:

1. Full Name of the Applicant :
(IN BLOCK LETTERS)
2. Residential address of the applicant :
3. Phone No., if any. :
4. Number of days allotment required :
5. Purpose, whether for marriage of self :
son, daughter or any other function:
6. Name of the bride/bridegroom in the :
case of marriage and relationship with the
applicant.
7. Date & Time of Muhurtham, if any. :

I have understood the Rules and will abide by the rules of Kalavani A/c
Auditorium, in the case of allotment.

Date:

Signature of the Applicant