

VISAKHAPATNAM PORT TRUST
GENERAL ADMINISTRATION DEPARTMENT

SAGARMALA CONVENTIONS

**Application for Employees of Visakhapatnam Port Trust for allotment of
SAGARMALA CONVENTIONS**

(In the case of functions for Self Son or Daughter of Port employees)

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

Sir,

I am working as _____ in the department of _____
Visakhapatnam Port Trust and my Employee Number is _____.

I request you to allot Sagarmala Conventions for _____ days from 10.00 AM on
_____ upto 6.00 AM on _____ for celebration of my son's/daughter's
marriage/reception.

Furnish the particulars in regard to the function as hereunder

1. Full Name of the applicant :
(IN BOCK LETTERS)
2. Residential address of the applicant :
3. Phone No. if any :
4. Number of day's 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.

Signature of the applicant

Date:

Endt.No. _____ Dt. . . .2021.

The particulars of the employee name, designation, EMP No. and relationship of his
son/daughter and the age/date of birth etc have been verified from the relevant records of
the employee and found correct.

Hence forwarded to Secretary/VPT for taking necessary action.

HEAD OF THE DEPARTMENT