

**VISAKHAPATNAM PORT TRUST**  
**GENERAL ADMINISTRATION DEPARTMENT**

**KALAVANI A/c AUDITORIUM :: SPORTS & CULTURAL COMPLEX**

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**Application for Employees of Visakhapatnam Port Trust for allotment of  
Kalavani A/c Auditorium, Sports & Cultural Complex**  
(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 Kalavani A/c Auditorium at Sports & cultural Complex 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. \_\_\_\_\_ Date. \_\_\_\_\_

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**