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**Requisition Form: Seeking information pertaining to Short-Term Programs/Events**

**Name & Designation of Information Seeker:** ………………………………………………

**Organization/Institute to whom the information will be forwarded and the purpose of forwarding:** ..............................................................................................................................

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**Period for which information is required: From** …….………..…. **To** ….……………….

**Information required:**

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**Date:** …………….. **Signature of information seeker**

**Approved/Not Approved**

**Head of Department/Centre**  **Head, CCE**