

**Annex-02**

**UNIVERSITY OF BALTISTAN, SKARDU**

**MEETING INTIMATION SLIP**

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

1. **Must be filled & signed by the concerned HOD/Focal Person/Organizer.**
2. Nature of Meeting: (Please Mark the Relevant Box)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Administrative** |  | **Academics** |  | **Financial** |  | **Any other** |  |

Meeting Particular: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Venue** | **No. of Participants** | **Meeting Duration** | **Guest(s) out of UOBs (if any)** | **Department** |
|  |  |  |  |  |

Remarks(ifany)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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Endorsed by Concerned Dean/Head(Admin.) Signature of HOD/Focal Person/Organizer

**(FOR OFFICE USE ONLY)**

**Type of Meeting:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ordinary** |  | **Executive** |  | **Other than Executive** |  |

**Approved by Treasurer**

**cc.**

**Mr. Khalid Mehmood.**

**Mr. Zulfiqar Ali.**