



**University Landscape Division (ULD)**  
**UNIVERSITY OF KASHMIR,**  
**SRINAGAR**  
 (NAAC Accredited Grade "A+" )

Requisition – No: -----

Dated: -----

**Requisition Form**

Name of Deptt/Centre: \_\_\_\_\_

Name of HoD/Director/Coordinator: \_\_\_\_\_

Contact No: \_\_\_\_\_

Email ID (official) \_\_\_\_\_

Purpose/Event: \_\_\_\_\_

Dated: \_\_\_\_\_ From \_\_\_\_\_ to \_\_\_\_\_

Type of Flower pots/Bouquets/Baskets \_\_\_\_\_

No. of pots required \_\_\_\_\_

No. of bouquets required \_\_\_\_\_

No. of baskets required \_\_\_\_\_

- ❖ The Department/Center takes the full responsibility for proper care of the flower pots.
- ❖ Any damage caused will be paid by the Department/Center as per the cost of the item.

Head/Director/Coordinator  
Seal & Signature

Charges applicable @ Per day for the flower pots.							
1 to 10	Up to 30	Up to 50	Up to 100	Up to 150	Up to 200	Up to 250	Up to 300
Rs.200/=	Rs.600/=	Rs.750/=	Rs.1,200/=	Rs. 1,800/=	Rs.2,000/=	Rs.2,500/=	Rs. 3,000/=
Flower Bouquets		Rs. 400/=					
Flower Baskets		Rs. 250/=					

- ❖ Beyond 300 pots, charges will be applicable @ Rs 10/= per pot.
- ❖ Transport charges will be applicable @Rs 100/= per trip to and fro within the University main campus, and Rs.200/= per trip to & fro outside University main campus.
- ❖ Requisition form should be submitted three days before the event, available at [www.uok.edu.in](http://www.uok.edu.in)
- ❖ Payment to be made in favour of coordinator, University Landscape Division Account No.0007040510000027 ( J & K Bank Ltd, Branch Hazratbal ) with intimation to the ULD office.
- ❖ Contact No.ULDD :-9419927007