



File No.

Date:

Requisition Form for Social Media Posts/Advocacy

Note: Faculty Members to fill up this requisition form for sharing promotional and advocacy material on all social media post (Facebook, Twitter, Instagram, Telegram, Whatsapp etc.) and sent to JD-CIET through proper channel.

Email: _____ Phone Number (landline & Mobile): _____

Name: _____

Designation:

Department/Division/Cell in NIE/CIET _____

Details of Social Media Post

Title of Event or Project: _____

Date (s)/duration of the event: _____

To be posted on Social Media Channel(s) (*check all that apply to the event to be posted*)

Facebook

Twitter

Instagram

Subject:

Message (Facebook & Instagram):

Message (Twitter):
(Max 280 characters)

File/image /graphics/video to be attached, if any?

Yes

No

Please mail the attachments to: **socialmedia@ciet.nic.in** _____

Specific Tags & Hashtags : _____

(Signature)
Head of NIE/CIET Dept., Div./Cell

Name:

Designation:

Department:

(Signature)
Joint Director, CIET

(Signature)
Head, DICT

(Signature)
Head, MPD
(Only if any Graphic is required)

SOCIAL MEDIA COORDINATOR