

CENTRAL TIMETABLE
Response to Service Request
(Department rendering the services)

Instructions:

1. The Academic department rendering the service must complete this form in duplicate and handle it as follow:
 - a) **Keep 1 copy for your own record (The service requesting department is responsible to provide the venue as well as capturing the information on their timetable/s)**
 - b) **Send a copy to the academic department rendering the service**
2. **Academic department that requested service:**
 Timetable planner: _____
 Campus on which the service must be rendered: _____
 Tel: _____ Fax: _____ E-mail: _____
3. **Academic department rendering service:**
 Timetable planner: _____
 Campus on which the service must be rendered: _____
 Tel: _____ Fax: _____ E-mail: _____
4. **Service will be rendered as follow:**

GROUP	DAY	NAME OF LECTURER	STAFF NO.	VENUE	PERIOD NO.	DEPT CODE	GROUP ALLOCATED TO SPECIFIC DEPARTMENT
<i>Example Group 1</i>	MO	<i>F du Plessis</i>	<i>203998</i>	<i>To be confirmed by service requesting department</i>	<i>1-4</i>	<i>0600</i>	
	WE	<i>F du Plessis</i>	<i>203998</i>	<i>To be confirmed by service requesting department</i>	<i>9-10</i>	<i>0600</i>	
Group 1							
Group 2							
Group 3							
Group 4							

Important information:
