## CENTRAL PLANTATION CROPS RESEARCH INSTITUTE

## (Indian Council of Agricultural Research) KASARAGOD-671124, KERALA, INDIA

## Indent for Allotment of Conference Halls / Committee Rooms\*

1. Name and Designa	ation of Indenting Officer:		
2. Purpose :			
3. Facilities Requested :			
4. Name of the Hall /	Committee room required:	PJ Hall / DJ Hal	II / Dr. MSSCR / CR (I Floor)
5. Date and Time	From	to	(Date)
	From	to	(Time)
6. No. of Participants / Delegates:			
			Name and Signature with date
		Phone	Number:
Approval of HD / Dir	rector		
*Request shall be se	ent minimum 3days in adv	ance	
	Allotm	ent Details	
7. Indent Receipt Det	tails	:	
8. Name of the Hall / Committee Room allotted		:	
9. Date and time		:	
10. Name of staff duty assigned to :			
			Signature of I/c charge
	For Kind A	ttention of Ind	lenters

- 1. Indenters may kindly inform the delegates / participants NOT to a) paste tapes, b) use nail on walls and c) consume snacks / beverage / food inside.
- 2. Installations and seating arrangements shall not be disturbed.
- 3. Kids shall be admitted into the hall only with their accompanying elders.
- 4. Malfunctioning of facilities may kindly be reported to the in charge for taking remedial measures.
- 5. Save Energy Kindly switch off ACs and Lights before leaving the hall / room or inform the in-charge soon after the meeting is over.
- 6. Allotment will be made strictly on first come first served basis, hence it is suggested to submit the indents well in advance.
- 7. Kindly attach a detailed schedule of the programme with indent incase name boards are required for dais for important meetings.