

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 Designation of Indenting Officer:
2. Purpose :
3. Facilities Requested : Audio / Display Facilities /
4. Name of the Hall / Committee room required: PJ Hall / DJ Hall / 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:

Whatsapp / Phone Number:

Approval of Director/HD/CA

***Request shall be sent minimum 3days in advance**

Allotment Details

7. Indent Receipt Details :
8. Name of the Hall / Committee Room allotted :
9. Date and time :
10. Name of staff duty assigned to : Project / Contract Staff

Signature of Conf. Hall In-charge

For Kind Attention of Indenters

1. Allotment will be made **strictly on first come first served basis**, hence it is suggested to submit **the indents well in advance**.
2. **Indents shall be approved / forwarded through the respective competent authorities.**
3. All the requested details in the form may kindly be filled in.
4. Indenters may inform the delegates / participants **NOT to a) paste tapes b) use nail on walls and c) bring / consume snacks / beverage / food inside the venue allotted.**
5. **Kids shall be admitted** into the venue **with their accompanying parents / elders.**
6. Seating arrangements and Installations shall not be disturbed.
7. Indenters are requested to **attach a detailed programme schedule with indent incase name boards are required**, when VIPs attend the meetings.
8. **Save Energy – Kindly switch off ACs, Fans and Lights while leaving the venue.**
9. Malfunctioning of facilities may kindly be reported to the in charge for taking remedial measures.

Help the Committee to keep the halls and committee rooms clean and tidy.
