CENTRAL PLANTATION CROPS RESEARCH INSTITUTE
(*Indian Council of Agricultural Research)*
KASARAGOD – 671 124, KERALA, INDIA

Indent for allotment of conference hall

1. Name & Designation :

2. Purpose :

3. Facilities required :

4. Name of the hall required :

5. Dater & time From to (Date)

From to (Date)

Remarks: No. of persons/Delegates

Signature with date

Approval of HD/Director

* Request may be sent minimum 3 days in advance

Allotment of conference halls

1. Name of the hall allotted :

2. Name of technical staff allotted :

3. Date and time :

Signature of SIC (Conference Hall)