



## Requisition for Board Room

{Capacity – 15- 20 persons}

Date:

Name of Programme : .....

Date(s): ..... Time: from ..... to.....

Name of key person/visitor: .....

Organization of visitor & address: .....

E-mail: ..... Mob. No.: .....

Recommended authority: ..... Number of Participants :.....

Do you require, pl mention no.: Tea...../snacks...../lunch...../dinner..... Other.....

Payment will be made by: .....

Do you require : 1. LCD facility: Yes /No 2. Mike System: Yes/No

Any other instructions: .....

**Signature of Requisitioner**                      **Name:**                      **Designation**                      **Mob. No.**

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**To: PS to Director**

Remarks by In-charge Board Room.....

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