



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar

Requisition Form for Booking Community Centre

1. Name of the applicant
2. Designation 3. School/Department
4. Purpose for Booking:
5. Date (s) of requirement: To 6. Time From: To
7. Facility Required :

Facility	Fees	Duration	Tick the appropriate box
Only Community Hall (without AC & Projector)	₹ 3000/-	Per day	
	₹ 1000/-	Per day for private functions of faculty / staff	
Additional charges for Air Condition	₹ 1000/-	Per 4 hours (Additional charge of ₹ 200/- for every additional hour beyond 4 hours)	
Additional charges for Audio Visual device & Projector	₹ 1000/-	Per day	
Official purpose	NIL		

N.B.: Audio – visual facilities to be used for Institute functions only. For private functions and ceremonies Audio – visual facilities may be out sourced if required by user.

Signature of the Applicant

For office use only

(For confirming the availability and Amount of fee to be deposited)

1. Available / Not Available: _____ 2. Fee to be deposited: ` _____

➤ Submitted for approval of competent authority:

OSD (Sports)

Dean (Student Affairs)

Receipt

F&A Section

Received an amount of Rs..... with Thanks from Prof./Dr./Mr./Mrs.
Designation: School/Department towards usage charges of Community Centre as per the above approval vide Cheque/DD No..... Dated:.....Or by online transfer/direct deposit to Institute account No. 80072160000018 Syndicate Bank along with UTR No..... and e-receipt / bank receipt copy.

Dealing Assistant (F&A)

(For Office use only)

PERMISSION INTIMATION

The undersigned is hereby directed to convey the approval of the competent authority permitting you for use of Community Centre (with AC / AV facility) on _____ on deposit of ` _____ towards the usage charges in the F&A Section directly with intimation to the undersigned. The premises of the Community hall is to be cleaned and the belongings of the Hall are to be placed properly after the usage. Please contact Engineering Section, Argul, for keys.

OSD (Sports)