



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर
Indian Institute of Technology Bhubaneswar

फा /F.No.-1-22/2016-Estate

दिनांक /Dt. February 16, 2017

परिपत्र /Circular

The undersigned is directed to convey that the Competent Authority has approved the usage charges of the Community Centre at Argul as under:

Sl. No.	Facility	Charges	Remarks
1.	Community Centre	₹ 3,000/-	For one day.
2.	Additional charges for Air Conditioner	₹ 1,000/- (For 4 hours)	Additional ₹200/- for every additional hour beyond 4 hours.
3.	Additional Chargers for Audio Visual devices & Projector	₹ 1,000/-	Audio – Visual facility to be used for Institute function only. For private functions/ ceremonies Audio- Visual facility to be out sourced if required by user.

Terms & Conditions:

1. Only the Requisition form available on Institute Website should be used for booking of Community Center.
2. Neatly and duly filled in form should be submitted in Establishment Section. In case of official purpose, form should be sent by Head or should be forwarded by the Head of the concerned School/ department/ section/ committee.
3. Forms should be submitted minimum one week prior to the required date.
4. After getting the approval intimation, the admissible charges as mentioned above may be directly deposited in the account section (in form of DD / cheque or by online transfer to Institute account No. 80072160000018 Syndicate Bank) and a copy receipt form account section may be submitted in Establishment section for record.
5. Keys to be collected & deposited in Engineering Section by the indenter.
6. The premises of the Community Centre is to be cleaned and the belongings are to be placed properly after usages.

सहायक कुलसचिव स्था.
Assistant Registrar (Estt.)

सेवा मे /To

All Faculty, Officers and Staff

प्रतिलिपि / Copy to:

1. PIC (Argul)
2. Chairman, CITSC
3. Joint Registrar (F&A)
4. Superintending Engineer (Civil)
5. All Assistant Registrars
6. Assistant Executive Engineer (Electrical)
7. Office of Registrar
8. Circular file