



भारतीय प्रौद्योगिकी संस्थान भुवनेश्वर

Indian Institute of technology Bhubaneswar

Requisition Form for Booking Auditorium

- Name of the applicant Faculty/Officer/Staff/Student:
- Name of the Faculty Adviser (*Applicable for student bookings*):
- Email ID:3. Contact Number:
- Designation 5.School/Department
- Purpose for Booking:.....
- Date (s) of requirement:To 8. Time : From:To
- Institute Event: (Yes/ No)
- Facility Required:

Auditorium Booking Charges				Put √ mark against appropriate column
Facility	Duration	# Fees (Inc. GST)		
By IIT BBS Employees/ RS/ Postdoc	Conference/ Workshops/ Other Events	Up to 4 hr.	₹ 2,000.00	
	Conference/ Workshops/ Other Events (Full Day)	Up to 10 hr.	₹ 4,000.00	
Others*	Central Govt/Central Govt.Auto./State Govt. Auto.	Up to 4 hr.	₹ 20,000.00	
	State Govt./ NGO/Pvt. Or any other Organisations	Up to 10 hr.	₹ 40,000.00	
For all	AC Charges per hr. ₹ 1,500.00 (additional)	_____ hr.	₹ _____	
	Audio Visual Charges (will be additional)	Up to 4 hr.	₹ 2,000.00	
		Up to 10 hr.	₹ 4,000.00	
Total:				

**Permission to be taken from Director, IIT Bhubaneswar for booking by outside organisation
For Institute event , no fees shall be applicable as mentioned in Point No. 9. The booking for such events shall be made only by Dean/ Head/ Registrar/ PIC/ Chairperson / Office of the Director*

Signature of Faculty Adviser
(Applicable for student bookings)

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:

(Dealing Person)

Asst. Registrar (SA)

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 Auditorium as per the above approval vide Cheque/DD No..... Dated:.....or by online transfer/direct deposit to Institute account-A/C – 198501000430, ICICI Bank, IFSC Code: ICIC0001985 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 that approval of the competent authority permitting you for use of Auditorium (with or without AC / AV facility) on _____ on deposit of _____ the usage charges in the F&A Section directly with intimation to the undersigned. The premises of the Auditorium are to be cleaned and the belongings of the Hall are to be placed properly after the usage. No food or water items are allowed inside the Auditorium.

(Dealing Person)

N.B. (In case of exigencies, the Institute reserves the right to cancel the booking with prior notice)