

INDIAN STATISTICAL INSTITUTE

203, B. T. Road, Kolkata 700108

FORM FOR BOOKING OF AUDITORIUM/HALLS FOR REQUISITIONS OTHER THAN ISI WORK

Date:

1	Name of the Applicant Applicant's Organisation/Institution (Photocopy of GST Certificate/PAN/Aadhar Card is required for outsiders)	
2	Full address for communication	
3	E-Mail Address	
4	Mobile No.	
5	Name of the programme/purpose of booking	
	A. Whether to be funded from external project fund	
	B. If from external project fund, A/c No.	
6	Type of booking	PJA/NAB-1/NAB-2/Guest House/A-3 flats (Please ✓)
7	Period of booking*	(Date) from..... to..... (Time) from..... to.....
8	Amount of user fees	Fees ₹..... GST ₹..... Total ₹.....
9	Additional facilities required, if any	
10	Referred/Forwarded by	

Declaration

I, Shri/Smt..... Declare that I shall ensure proper cleanliness of the booked premises and shall be responsible for the safety and safe handling of all the furniture and fixtures etc. Appropriate amount may be charged for any damages of materials etc. and cleaning of the premises. We shall not use any loudspeakers outside the Halls/Auditorium/Flats etc. without permission of the Institute authority and no alcoholic drinks shall be served during programme.

Place:

Date:

Signature of the applicant

***competent authority of the Institute may cancel a booking in case of an unforeseen eventuality. In that case the liability shall be limited to refund of user fees paid by the applicant.**

Please attach necessary papers related to organization and the programme.

For Office Use:

Remarks of booking officer:

Total amount of user charges including GST
₹.....

Approved/Not approved

Cash Section please accept the user charges

CE (A&F)/Director

Date:

INDIAN STATISTICAL INSTITUTE
203 B. T. Road, Kolkata -700108

No. CAF/21/ 755
27 March, 2018


OFFICE ORDER

In modification of Office Order No. CAF/21/707 dated 7th February, 2018, this is for information to all concerned that for use of the following Auditorium/Halls etc. charges will be levied. The details of the charges are provided below :

Sl. No.	Venue	Recommended Charges (in Rs.)	
		Other than ISI	ISI
1.	Platinum Jubilee Auditorium *		
2.	NAB-1 / NAB-2 Conference Room *	7000+GST	3000
3.	Guest House Conference Room *	3000+GST	2000
4.	A3 Flat (per day)	5000+GST	3000
		1500+GST	1000

* For use of six hours per day

2. Charges will be levied in respect of :
 - (a) Activities funded by external/internal (TAC approved) projects with specific Account Numbers issued by the Accounts Section of the Institute.
 - (b) Activities organized by Institutions other than ISI, subject to approval of the competent authority of the Institute. Additional caution deposit may be applicable.
3. The competent authority has the discretion to waive off the charges either fully or partially. All applications for bookings should be sent to Chief Executive (Admn. & Finance). Application for waiver should include appropriate justification.


(Barun Mukhopadhyay)
Chief Executive (Admn. & Finance)

Copy to :

1. All Heads of Divisions / Departments / Sections / Units etc. in Baranagar, Kolkata including all Outlying Centres / Branches / Offices of the Institute for information
2. Director's Office
3. C.E. (A&F)'s Office