

INDIAN STATISTICAL INSTITUTE

203, B. T. Road, Kolkata 700108

FORM FOR BOOKING OF AUDITORIUM/HALLS

FOR ISI WORK

Date:

1	Name of the Applicant	
2	Roll No.	
3	E-Mail Address	
4	Mobile No.	
5	Name of the Department/Unit/Section	
6	Venue to be booked	PJA/NAB-1/NAB-2/Guest House/A-3 flats (Please ✓)
7	Purpose of Booking	
8	Total Number of Participants	
8	Period of booking*	(Date) from..... to..... (Time) from..... to.....
9	Amount of user fees	Fees ₹.....
10	Additional facilities required, if any	
11	Account No. for deduction of user fees	

Place:

Date:

Signature of the applicant

Forwarded by Head of the Unit/In-Charge (As applicable)

***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.**

For Office Use:

Approved/Not approved

Remarks of booking officer:

Cash Section please accept the user charges

Total amount of user charges including GST

₹.....

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 *	7000+GST	3000
2.	NAB-1 / NAB-2 Conference Room *	3000+GST	2000
3.	Guest House Conference Room *	5000+GST	3000
4.	A3 Flat (per day)	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