

Reservation Form Roof-top of the New Building/PGIS

1. Name of applicant:
2. Date of reservation:
3.
4. Association/Society:
5. Purpose:
6. Category (Please see below):
7. Duration: Hours from a.m. to a.m./p.m. (until 11.00 p.m. Only)

Date:
Signature of applicant

The above event/function is recommended by (For Categories A, B)

Date:
Signature
 Chairman/BoS in (Category A/B.)

Recommendation of the Dean/Head of Institution (For Category C):

I certify that the above activity contributes to professional development of the country.

Date:
Signature
 Dean/Head of Institution

Permission to use the Roof-top facility of the New Building/PGIS is approved/not approved

Roof-top of the PGIS is available for the above event/function from a.m./p.m. to a.m./p.m. on

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 Deputy Registrar/ Assistant Registrar Date

Approved/Not approved

 Director Date

Categories	Total Payment
A: Academic/research activities of PGIS (Conferences, short courses, workshops, seminars, etc.). Applicant: Coordinator of the activity	Rs. 2500/=
B: . Activities of PGIS affiliated societies Applicant: President/Secretary of the society	Rs. 5000/=
C: Other professional activities of academic/research institutions and scientific organizations Applicant: Organizer (A senior academic/research staff member of the institution)	Rs. 10,000/= + 10,000/= refundable deposit

Please see reverse.

Important:

1. The application should reach the Office of the Director/PGIS seven (07) days prior to the event.
2. Applicant is responsible for keeping the venue cleaned after the event.
3. Nothing should be pasted on walls, windows, tables, chairs, fans, etc.
4. Applicant/Association is responsible for any losses/damages to the property.
5. Noise should be kept to minimum (No public address system) if the venue is used during the day-time.
6. It is not allowed to use other facilities/rooms of the PGIS.