PROCESS FLOW FOR REQUISITION OF VIDEO CONFERENCE MEETING ROOM

Respective Dept Fill up VC Requisition Form and get HOD's approval. IT Dept Upon receipt Video Conference Requisition Form from user. Email to CEO's Confidential Secretary for booking VC meeting room 3 working days **CEO's Confidential Secretary** Check for VC meeting room availability and to notify IT department for confirmation **IT Dept** To inform requestorand to inform IT staff tobe on standby.