

Proforma
For booking and submit prior information to concerned staff regarding
Video Conferencing

1. Individual Information

Name:

Office Address:

Contact No:

Email Address:

2. Another end Information

Address of organisation (at other end) with contact No:

IP Address:

Video Conferencing Date:

Time slot: (start at _____, end at _____)

(Signature with date)

Forwarded by DU, Head

Note:

1. Information must be communicated before 24 Hours to all concerned (both ways, scanned soft copy by e-mail and hard copy, original/Photostat).
2. Kindly contact to the following staff with filled 'Proforma':

For conference room booking:

DNPL Secretariat: dnpl@nplindia.org

Contact No.: 9201, 9301

For VC Equipment operations & Handholding:

Sh. M.C. Singh: singhmc@nplindia.org

Contact No.: 8630, 8631

Sh. G. S. Lamba: gslamba@nplindia.org

Contact No.: 8633, 9471

For Network Testing & Connectivity:

Sh. Rajeev Jain: jainr@nplindia.org

Contact No.: 8542, 8594