

## **DIRECTOR'S OFFICE**

### **Performa for booking of Conference Room (2<sup>nd</sup> Floor) / Director's Meeting Room Ground Floor) / Visitor's Room**

Name : \_\_\_\_\_ Designation \_\_\_\_\_

Division \_\_\_\_\_

Purpose \_\_\_\_\_

Date & Time \_\_\_\_\_ Duration: \_\_\_\_\_

Multimedia Facilities Yes / No

Signature \_\_\_\_\_

PS : Bookings should be made atleast 24 hrs in advance.