



**SREE CHITRA TIRUNAL INSTITUTE FOR MEDICAL SCIENCES AND  
TECHNOLOGY, TRIVANDRUM – 695011  
REQUEST FOR ALLOTMENT OF SWASTHY CONVENTION HALL**

Name & Designation of the applicant .....

Date and time requested for .....

Purpose .....

Facilities required Hall only/ Hall with Audio visual system.

Amount to be paid (as per order dt 28-3-2018) .....

Expected number of participants .....

Date of the last meeting by the Applicant/organization .....

Sanction may please be accorded for allotment for the date and time mentioned above. It is also undertaken that the terms and conditions given below will be strictly adhered to. Amount as above has been paid/ will be paid once allotment is confirmed.

Date: Signature of the applicant

Recommendation of the HOD (if applicable):

**Availability of the Swasthy Hall**

(To be checked with the P & A Division ):

Available/Not available on ..... (First/Second time- for Organisations only )

Asst/AAO

AO Gr-I

☐ APPROVED/ NOT APPROVED ☐

Date : DIRECTOR

**Terms & Conditions:**

- No outsiders shall be permitted to attend the meeting for which the request is made. (This doesn't apply for conferences when hall is hired and once a year for guest speakers at employees' meetings.)
- The organizers shall ensure that the cleaning of the room is made after the meeting.
- Discipline shall be maintained in order to avoid inconvenience to the routine functioning of the Institute. The directions of the Security Officer shall be followed strictly in this regard. Use of loudspeaker from outside will not be permitted.
- The Director has the right to cancel the allotment, in case of any unavoidable circumstances.
- The organizers shall ensure that no illegal activities take place in the Hall during the meeting/function.

| <u>Charges to be paid</u>                | <u>Amount</u>                        | <u>Emp Organisations</u> | <u>Pensioners' Forum</u> | <u>Remarks</u>          |
|--|--------------------------------------|--------------------------|--------------------------|-------------------------|
| Convention Hall                          | - Rs 20,000/-                        | Free*                    | Free @                   | * Only twice in a year. |
| Audio Visual system                      | - Rs 5,000/-                         | Rs. 2,500/-*             | Rs. 2,500/- @            | @ Only once in a year.  |
|  | ( Inform Medical Illustration also.) |                          |                          |                         |
| Cleaning charges                         | - Rs 2,000/-                         | Rs 2,000/-               | Rs 2,000/-               |                         |
| No charges for SBF retirement functions. |                                      |                          |                          |                         |