



FOR EXTERNAL PARTIES



**RESERVATION OF " ISIMBU MEDURA".**

- 01 Request by, 1.1 Ministry / Department .....
- 1.2 Name .....
- 1.3 Designation .....
- 1.4 ID Card No. ....
- 1.5 Address Official .....
- Personal .....
- 1.6 Contact No. Official .....
- Personal .....
- 02 Please reserve me on (date/s) .....
- 2.1 Duration from ..... am/pm to ..... am/pm
03. The treat expected to be provided .....  
(Refreshment/Tea/Lunch – Please indicate clearly)
- 04 Details about the participants .....
- .....
- .....
- 05 Number of participants .....
- 06 Expected facilities .....
- .....

I declare that the above information is true, that I have read and understood the conditions stated on the back and that I agree to all the conditions mentioned therein.

Date.....

Signature of the applicant.....

Recommendation of the Head of the Division,

.....

.....

Date .....

Signature of the Head of the Division .....

- 01 Payments related to the reservation must be made before the relevant date.
- 02 The applicant must stay there during the allocated period.
- 03 No funds will be given on program cancellations if a paid reservation is made. But another day can be used instead.
- 04 The booking made cannot be transferred to another person (even at NARA).
- 05 The applicant is fully responsible for the identity of the participants in this event and during their stay in the Institution premises.
- 06 IF there is any damage to the property of the institution, the bidder is bound to pay the amount spent to restore it to the institution.
- 07 It is strictly forbidden to use anything in the premises that is not suitable for use in a government institution.

Office use only.

Care taker/Isimbu Medura,

..... on..... am/pm I approve the allotment of Isimbu Medura to the applicant mentioned on the back from .....am/pm.

.....  
Director/Admin & HR

Copy.      01      Dr/Mr/Ms/.....  
Paid receipt No.....  
Date.....  
Amount.....

According to the Board decision charges as follow,

Description	For whole day	For a half day
For institutions function under the Ministry of Fisheries	Rs.12,000/-	Rs.6,000/-
For institutions/organizations related to fisheries sector	Rs.15,000/-	Rs.7,500/-
For institutions/organizations not related to fisheries sector	Rs.20,000/-	Rs.10,000/-

- The whole day considered as 8 hours and a half day considered as 4 hours.
- Charge Rs.3500/- for per additional one hour
- Only one hour extension for a half day reservation.