



NARA STAFF ONLY



RESERVATION OF " ISIMBU MEDURA".

01 Request by, 1.1 Division
1.2 Name
1.3 Designation
1.4 Contact No.

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 The applicant must stay there during the allocated period.
- 02 If a payment is made on an allotment or if it is exempted from payment, it must be confirmed prior to date.
- 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 fromam/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 all NARA activities	Free	Free
For activities related to projects of NARA (Consultancy services projects)	Rs.10,000/-	Rs.5,000/-

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