

**INDIAN COUNCIL OF SOCIAL SCIENCE RESERACH
SOUTHERN REGIONAL CENTRE**

(Ministry of Education, Govt. of India)
OSMANIA UNIVERSITY LIBRARY, HYDERABAD



Format for Booking Conference Halls

Date:-

S. No.	Particulars	To be filled by the Applicant
1.	Name & Designation of the Applicant	
2.	Name of the Department/College/Institution/Organization with Address	
3.	Contact Details	Phone No.: E-Mail ID:
4.	Conference Hall required (Please tick the required Hall) Note: Due to COVID-19 only limited participants are allowed in the halls.	Seminar Hall at ICSSR – SRC Office (75 Persons Capacity) <input type="checkbox"/> Or Mini Conference Hall at ICSSR – SRC Guest House (25 Persons only) <input type="checkbox"/>
5.	Topic of the Meeting	
6.	Date(s) of the Meeting	
7.	Timings of the Meeting	
8.	Details of the VIP/VVIP attending the Programme/Seminar, if any	
9.	Enclose ID Proof	YES/NO
10.	Hall Rent Seminar Hall at ICSSR – SRC Office Rs.3,300/- Mini Conference Hall at ICSSR – SRC Guest House Rs.2,200/-	

**Forwarded by Head/Principal/Director of the
Department/College/Institution/Organization
With Seal**

Signature of the Applicant

Approved / Not Approved

Date:-

UNDERTAKING ON FOLLOWING COVID-19 POST LOCKDOWN GUIDELINES

To
The Honorary Director
ICSSR – SRC
Osmania University
Hyderabad

I/we hereby undertake that we
will follow the COVID - 19 Post-Lockdown guidelines (Wearing Mask, Sanitization,
Social Distancing) while conducting the said programme

.....
.....

on in Hall of ICSSR – SRC.

Yours faithfully,

Signature:
Name:
Designation:
Phone No.: