



**S. N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES
OFFICE ORDER**

RI/Admn./Office Order/2014/416

15th May 2014

With immediate effect the Lecture Halls/ Conference Rooms of the Centre will be available for use by the external institutes/ organizations including government and non-government as per the following rates:

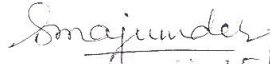
Sl. No.	Name of Lecture Halls	Rates (With projection system)	Timing
1.	Silver Jubilee Hall	Rs. 15000/- per day	9.30 am to 5.00 pm for all the Lecture Halls/ Seminar Room
2.	Boson	Rs. 2500/- per day	
3.	Fermion	Rs. 2500/- per day	
4.	Seminar Hall of Bhagirathi	Rs. 7500/- per day (to the commercial organizations)	

Terms & Conditions of booking:

- A. Booking has to be done at least 14 working days prior to the programme;
- B. The organization will be required to deposit 50% of the amount at least 7 working days before the programme. Remaining 50% is to be made within 7 working days after the date of the programme. Booking will be confirmed only upon receiving the advance booking amount and the refundable security deposit. Booking will be made through Banker's Cheque/ Demand Draft in the name of S. N. Bose National Centre for Basic Sciences, payable at Kolkata;
- C. A refundable security deposit of Rs. 2000/- for Sl. No. (1) and Rs. 1000/- for Sl. No. (2), (3) and (4) above and above may be obtained from the organizers;
- D. In case of cancellation or change in booking dates, this should be intimated at least 3 working days before the programme;
- E. Allotment of the lecture halls is to be made only against the request after obtaining approval of the Director/ Registrar. For completion of necessary booking formalities, visit the link 'Lecture Halls' under the link 'Facilities' of the Centre's website.
- F. Only packed lunch can be served to the participants attending such seminars, workshops etc. in the Radhachura Dining Hall or Bhagirathi Seminar Room. Tea/ coffee can be served in the foyer in front of Lecture Halls.

The booking formalities are to be handled from the EVLP Office in coordination with Estate Office.

This order has the approval of the Competent Authority.


Shohini Majumder 15/5/14
Registrar