



**SERVICE REQUEST FORM**

**(For Institute Events only)**

Name of Applicant:.....

Designation:.....

Department/Centre:..... Contact No.:.....

- Nature of Event:**  Workshop/Symposium/Conference  National  International  
 Lecture by Eminent Academician/Personality visiting Department  
 Lecture by Eminent Academician/ Personality visiting Institute  
 Other (Institute Level)

Specify event for "Other" category highlighting it's merit: .....

Account Head to be indicated if any expenditure is to be charged by CET:.....

**Nature of Service requested**

- Video Conferencing  Web Content Design   
 E-class room (50 sitter)  Graphic Design   
 Video Recording/Editing  Animation

Period of service required From...../...../..... To .....

Sl. No.	Date	Name of Service	Duration (Indicate in hours)		Venue
			From	To	

- Note**
- (i) Please submit this form at least 5 working days before the requirement of CET service.
  - (ii) For any service beyond the office hours, a transport should be arranged for the CET team member if he/she resides outside the campus.
  - (iii) Consumable should be borne by the concerned Department/Applicant.
  - (iv) Where ever applicable, honorarium to the CET team member (as per the institute norm) should be borne by the concerned department/applicant.
  - (v) In case of any payment of honorarium to the CET staff from sponsored/consultancy projects, it has to be routed through Dean R&D. No payment should be made directly to the staff.

**Justification for the service request:** .....

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Remarks and/or Recommendation of HOD/HOS/HOC

Signature of the Applicant

Signature

Date:.....

Name .....

**For CET Office Use Only:**

Remarks.....  
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Service request is well justified.....

Costing estimate for service:

<b>Consumable</b>		
Sl. No	Item	Quantity

<b>Staff Assigned</b>					
Sl. No	Name	Hour	Rate	Amount	Account No

<b>Transportation</b>					
Sl. No	Name	Date	Time	From	To

**CET Office:** .....

**Date:** .....

**Officer-in-charge:**.....

**Date:**.....

**Approved / Not Approved**

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**Head, CET**