

अटल बिहारी जाजपेयी भारतीय भूचना प्रौद्योगिकी एवं प्रबंधन संस्थान ग्वालियर ABV Indian Institute of Information Technology and Management Gwalior

(An Apex IT and Management Institute, established by the ministry of HRD, Governent of India)

Requisition for Board Room {Capacity – 15- 20 persons}

Date:

Name of Programme :			
Date(s):	Time: from	to	
Name of key person/visitor:			
Organization of visitor & address:			
E-mail:		Mob. No.:	
Recommended authority:		. Number of Participants :	
Do you require, pl mention no.: Tea/snacks/lunch/dinner Other			
Payment will be made by:			
Do you require : 1. LCD fac	ility: Yes/No	2. Mike System:	Yes/No
Any other instructions:			
Signature of Requisitioner	Name:	Designation	Mob. No.
To: PS to Director			
Remarks by In-charge Board Room			
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