



CIVIL SERVICES OFFICERS' INSTITUTE

VINAY MARG, CHANAKYAPURI, NEW DELHI – 110021

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WEBSITE – www.csoi.in

INDENT FORM FOR PARTY BOOKING BY MINISTRY/GOI

1. **NAME OF MINISTRY/ DEPARTMENT:** _____
2. **DATE OF BOOKING :** _____
3. **TIME :** FROM _____ TO _____
4. **VENUE** [KG MARG OR VINAY MARG] _____
5. No of Persons _____
6. GUEST ROOM REQUIRED: _____
7. **DATE :** FROM _____ TO _____
8. **ITEMS /ARRANGEMENTS:** _____
(MIKE/S, LED, TFT, TABLE, PROJECTOR WITH SCREEN, POINTER, Flower, Lighting LAMP etc.)
9. **CATERING**
(Lunch/Hi Tea/Dinner) _____ (Veg /Non Veg)
10. **Still or Video Photography:** _____
11. **IMPORTANT INSTRUCTIONS:** _____

NOTE:

- * GST AS APPLICABLE.
- * BACKDROP WILL HAVE TO BE ARRANGED BY THE MINISTRY.
- * ESTIMATES SHALL BE SUBMITTED FOR APPROVAL.
- * CANCELLATION CHARGES APPLICABLE AS PER APPROVED POLICY.

SIGNATURE
(AUTHORISED SIGNATORY)

EMAIL ID _____ Telephone number _____

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