

PAKISTAN INSTITUTE OF DEVELOPMENT ECONOMICS, ISLAMABAD

Dated: _____

J.C.R Booking Form

9.	Name in Block Letter	
10.	Designation	
11.	Event for which Conference Room required	
12.	Date of Booking	
13.	Time	
14.	Number of Participants	
15.	Refreshment needed or not	
16.	Special instructions, if any	

Signature

Head of Department

Registrar

4.	The Requisition Form must be submitted 24 hours before use of Conference Room.
5.	Use of Conference Room will not be allowed without prior approval.
6.	Use of Conference Room beyond the booking hours will not be allowed.