



REQUEST FORM
(Common for all departments)

Review Date:

Sheet 1 of 1

Contact Name	BIGAL DREES	Designation	A.M. SUM
Department	Planning & Procurement	Email	manager.sum@smbbtc.gov.pk
Extension	To 37, To 20, To 22	Contact No	
Event Details: Workshop <input type="checkbox"/> Seminar <input type="checkbox"/> Lecture <input type="checkbox"/> Other <input checked="" type="checkbox"/>			
Date	Start: 20/06/23	End:	20/06/23
Time	Start: 10:00 am	End:	1:00 pm
Details(Title/Procedure)	Tender opening		
Chief Guest Name	Procurement committee		
No. of attendees	Vendors		

Equipment and services required

Data Projector	Yes or No	Photography	Yes or No
Audio	Yes or No	Laptop	Yes or No
Internet Connectivity	Yes or No		

Other requirements:

N/A

Brief Description of the Event (For uploading on website)

Tender opening.

Head of Department/Institute
(Signature with Seal)

[Signature]

Guidelines for completing the booking form

- Dully filled and email to: admin@smbbtc.gov.pk, OR submit to Administration department (Ext: 7007 & 7008)
- Confirmation will be informed through proper channel & depend on the availability of all resources.
- Form should be submitted before 15 days of event.
- Events related to Institute will be given preference.

For Office Use Only

Approved <input type="checkbox"/> Rejected <input type="checkbox"/>	Approved by
Approved Seminar Room 9 th <input type="checkbox"/> 10 th <input type="checkbox"/> 11 th <input type="checkbox"/> 12 th <input checked="" type="checkbox"/>	Reviewed by

[Signature]
30/05