

DOCUMENTATION CELL

G.B. Pant Institute of Himalayan Environment & Development, Almora

Service Utilization Form

Name			
Designation			
Department/ Theme/ Lab/ Centre/ Section			
Service / Facilities Required	Qty.	Remark/Purpose/Details	
1. Xerox Copy (Black)			
2. Xerox Copy (Colour)			
3. Printing of Document (Black)			
4. Printing of Document (Colour)			
5. Binding of Report			
6. Issue of Printed Publications (Institute Folder, Annual Report, Memorial Lecture, Hima-Paryavaran, Himprabha, Pragati, Other (Please Specify): _____			
7. Scanning of Document (Not more than 5 Pages)			
8. Issue of LCD Projector + Pointer			
9. Issue of Laptop / Desktop			
10. Other (Please Specify): _____ _____			
<i>Note: Designing of CD Label/Cover and Writing/Burning of CDs are not the work of Documentation Cell. Individual or Convener of the Workshop/Meeting should arrange their own resources for this kind of work.</i>			

Date:

Signature of Recipient

Remarks of TH/GH

Recommended / Not Recommended

Chairperson (Documentation Cell)