



# CSIR-IMMT STAFF CLUB

CSIR-Institute of Minerals and Materials Technology, Bhubaneswar, Odisha 751013

## Requisition form for non-CSIR-IMMT'ians for using Staff Club Premises for Sports (indoor & outdoor)/walking/jogging purpose (except Gymnasium)

S.No	Particulars	Details		
1	NAME (in block letters)			
2	AFFILIATION/INSTITUTION			
3	DOB			
4	MOBILE NO.			
5	Email ID			
6	ID PROOF, NUMBER [ATTACH self-attested COPY]			
7	ADDRESS			
8	BLOOD GROUP			
9	EMERGENCY CONTACT PERSON			Relationship to applicant
10	NAME & MOBILE NO. [Different From Personal Contact Number]			
11	CSIR-IMMT STAFF REFERENCE WITH DESIGNATION & Dept.			
12	MOBILE NUMBER OF REFREE			
13	Signature of Endorsing IMMT STAFF			
14	<b>SUBSCRIPTION MODE (select one)</b>	<input type="checkbox"/> <b>MONTHLY</b> Rs.600/-	<input type="checkbox"/> <b>HALF YEARLY</b> Rs.3000/-	<input type="checkbox"/> <b>ANNUAL</b> Rs.6000/-
15	One Time Registration Fee	<input type="checkbox"/> Rs.2000/- (Non-refundable)		

- ENCLOSURES:**
- (a) 1 recent PP size photograph of the applicant with name written on backside.
  - (b) 1 copy of self attested ID proof.
  - (c) 1 stamp size photograph for ID card.

I hereby declare that the above information provided by me is true, complete and correct to the best of my knowledge. I will abide by all the rules and regulations of CSIR-IMMT Staff Club. I will maintain at all times, in the campus, discipline, decorum and proper dress code. I will refrain from smoking or drinking inside the campus. **I understand & agree that the timings of my availing the sports facility (up to a maximum of 2 hours per day with proper badminton shoes) is subject to its availability and only after due preference to the CSIR-IMMT staff & residents/contract users.** I will neither conduct nor participate in any event/tournament conducted in CSIR-IMMT without prior approval. I clearly understand that the rights of usage of sports facility is reserved and subject to prior approval and my failing to abide by the above declaration will result in revoking of all my privileges in CSIR-IMMT Staff Club Premises. President, IMMT staff club reserves the right to cancel the registration without assigning any reason thereof.

SIGNATURE OF THE APPLICANT

Approved

NAME:

DATE:

SECRETARY, CSIR-IMMT STAFF CLUB

For Office Use

**ALLOTTED ID NUMBER:**

Amount Collected :  
Receipt No. & Date :  
Signature of Issuer :

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**MONTHS OF SUBSCRIPTION**

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
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## **CSIR IMMT Staff Club**

### **Guidelines for EXTERNAL USERS**

To regulate and streamline usage of Staff Club Sports facilities by outsiders such as friends/relatives of staff club members residing outside, the following regulations are to be kindly followed systematically and rigorously.

[1] An outsider seeking to use the club should fill the prescribed application form (contact the undersigned for the form), and submit to the Secretary Staff Club. After due verification, an ID card will be issued to the applicant on payment of the **one time registration fee & subscription fee**. The ID card will be valid for the period as subscribed by the applicant and should be renewed on expiry. The ID card should be produced to the security personnel during entry inside campus and should be carried by the user while inside campus.

[2] Preference in availing the facility will always be given to IMMT'ians over external users. External users are directed to use badminton court in the allotted slot only. Slot allotment will be made by staff club as per availability. **No external user is allowed to use badminton court without taking time slot allotment from staff club**. However, in extreme cases, with the consent from IMMT staff, who is using the court, one can play along with them.

[3] The user should maintain discipline and decorum inside campus and follow proper dress code wherever necessary and applicable. **Proper badminton shoe should be used inside the badminton court to avoid damage of the court/field**. The shoe used in the badminton court should not be used outside even while coming for playing to the club. If anyone is found without proper badminton shoe inside the badminton court, his/her registration will be cancelled out rightly.

[4] Staff Club will not provide consumable/movable sports equipment such as (shuttle, bat, ball, etc.) and should be brought by the outsider.

[5] All the external users are requested to deposit the One time Registration Fee/subscription fee through wire transfer in the following Bank account or by cash before date of expiry of their membership (by end of the previous month). After successful wire transaction, it may be informed to Sh. R K Mandal, Cashier, IMMT staff club (**Mob no- 9861429446**) for further action and time slot allotment.

#### **Bank details:-**

A/c Name- IMMT staff club

A/c No- **10057860206**

Branch:- SBI, IMMT campus,

IFSC code- SBIN0007499

Kind co operation from all is solicited.

Secretary,  
CSIR-IMMT Staff Club