



Ph. No: 0651-251138/6571897  
Fax: 0651-2510173  
Email: sirdranchi@gmail.com

Government of Jharkhand  
State Institute of Rural Development  
Rural Development Department  
Hehal , Ranchi-834005

## CHECK LIST FOR CONDUCTING WORKSHOP / SEMINAR /MEETINGS AT SIRD, RANCHI

Sl.No	Particulars	Details	Remarks
1	Name of the Programme		
2	Name of the Programme Co-ordinator Contact Number : Email-id :		
3	Duration of the Programme(Days)		
4	Category of Participants		
5	Expected no. of Participants		
6	Registration (-whether needs any help)		
7	Banner ( Matter/Size)		
8	Folder/Pad/Pen etc		
9	Study Material / CDs		
10	Welcome arrangements : a) Lighting of Lamp b) Bouquet c) Memento		
11	Audio/Video System		
12	Fooding / Lodging		
13	Conference Attendant (Specify Number)		
14	Video recording/ Photography		
15	Any other issue		
16	Name , address of the Organisation seeking assistance.		

Signature of Competent Authority