

No. MoES/14/2/2021-Prot.  
Government of India  
Ministry of Earth Sciences

Prithvi Bhawan, Lodhi Road,  
New Delhi-110003  
Dated 16<sup>th</sup> August, 2021

CIRCULAR

Ministry of Earth Sciences is having 4 Conference Halls. For booking of the conference hall, consent of Joint Secretary, MoES is required to be obtained to avoid overlapping of events or misuse of facility. All the Scientists/Officers of MoES, Subordinate Offices, Attached Offices, Autonomous Bodies and officers from other departments are requested to send a written communication to the Joint Secretary, MoES at the below mentioned contact details for booking of the conference halls.

Ms. Indira Murthy  
Joint Secretary,  
Ministry of Earth Sciences,  
Prithvi Bhawan, Lodhi Road,  
New Delhi-110003  
Email id: js@moes.gov.in

2. This issues with the approval of Competent Authority.

(Anuj Kumar Dahiya)  
Section Officer (Protocol)

To

1. All the concerned