



**Kerala State Council for
Science, Technology and Environment**

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KSCSTE – Rental structure of Conference/Training Halls in KSCSTE Headquarters – Orders issued.

Council (M) Order No81/2025/KSCSTE Thiruvananthapuram, Dated: 28-07-2025

Read: Minutes of the 67th Executive Committee meeting held on 02.07.2025 (Decision in the agenda item no 67.24.11)

ORDER

The proposal for rental structure of Conference / Training Halls in KSCSTE Headquarters was placed before 67th Executive Committee meeting held on 02.07.2025. The Committee has approved the proposal to allocate Conference/Training Halls in KSCSTE Headquarters to Government and Government autonomous institutions for official purposes on rent. Approved rent structure is as detailed below.

Rent rate for the halls

Floor	Hall	Rent for half day (10-00 am to 1.00 pm) Maximum 3 hours*	Rent for Full day (10-00 am to 5.00 pm) Maximum 7 hours *
2nd floor	E.C.G Sudarshan Hall (Conference hall)	2000	4000
3rd floor	Thanu Padmanabhan Hall(Mini-Conference Hall)	1000	2000
5th Floor	M. S. Valiathan Hall (Conference Hall)	3000	6000
6th Floor	Anna Mani Hall (Training hall)	5000	10000
7th Floor	M.S. Swaminathan Hall (Conference Hall)	5000	10000

GST @18% will be charged in addition to the above amount.

General Conditions

1. Halls will be rented only to Government and Government autonomous institutions.
2. Booking can be done before 15 days on the actual date/s required.
3. The rent shall be paid in advance to confirm the booking.
4. Additional amount will be charged if the halls are used in excess of the booked hours as below. Maximum 3 hours will be allowed.
 - a. 2nd Floor Conference Hall @ 1000/+GST@18% for each additional hour. Part of an hour will be treated as full hour.
 - b. 5th Floor Conference Hall @ 1000 GST@18% for each additional hour. Part of an hour will be treated as full hour
 - c. 6th Floor Training Hall @ 1500 + GST@18% for each additional hour. Part of an hour will be treated as full hour
 - d. 7th Floor Conference Hall @ 1500 + GST@18% for each additional hour. Part of an hour will be treated as full hour
5. If the dining hall is required for serving Lunch/Dinner, an amount of ₹ 500/ day will be charged towards cleaning charges.

A Sabu
MEMBER SECRETARY

To

The Director, R&D Centers
All Scientist, KSCSTE HQ
Sri. K. Sabarish, Head ISD (Publish through KSCSTE Website)

Copy to:

CA to EVP, PA to MS, PA to CoA

Forwarded/By Order

Section Officer