1. Name of the Department

2. No. of expected Delegates

3. Dates for which required

4. Timings for the Event

5. Type of Hall Required
   i) Auditorium (Sarai Building)
   ii) Conference Hall, Block-B Level IV

6. Audio Visual System Required Yes/No

The Booking for the above said Hall/Halls will be done under following terms and conditions:

- Booking request to be sent at least 10 days in advance to the office of the undersigned.
- Cleanliness of the Hall Pre & post event is responsibility of the deptt. using the Hall.
- No Tapes & Posters to be sticked to the walls of the Hall
- Hanging of banners may be done without adhesive tapes.
- All decorations to be removed by the concerned deptt at the end of the event.
- Booking will be done as per guidelines of circular No. GMCH-Estate/2/2014/17049-70 dt. 02-05-2014

Signatures of HOD

For Office Use

The Booking of the Auditorium/Conference Hall is confirmed, subject to deposit of:

   i) Rent
   ii) Security

   Rs. ____________
   Rs. ____________

Dr. R.K. Bansal
Dy. Medical Superintendent

Copy to:

1. HOD/Security for directing security to open the Hall.
2. Dr. Kanchan Kapoor for information.
3. Projectionist for audio-visual arrangements.
4. AC engineer for switching on AC of the Auditorium.
5. Office copy.