

**NEHRU GUEST HOUSE
JAMIA MILLIA ISLAMIA NEW DELHI-110025
Cancellation proforma**

Date.....

Application for the cancellation of Room/Dining Hall/Committee Room

Room

For	Double	Triple	Four	Six
1. Name of the Requisitioner				
2. Accommodation Required		From (Date & Time).....		
		To (Date & Time).....		
3. Category of Guest		Official/Personal		

Dining Hall

Name of the Requisitioner

Booking Date & Time.....

Category	Official/ Personal
Program	High Tea/ Lunch/ Dinner

Committee Room

Name of the Requisitioner

Booking Date & Time.....

Category	Official/ Personal
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Forwarded by.....	Signature.....
	Name/Designation.....
	Phone No.....

Deptt./ Office (Stamp)

FOR OFFICE USE

Dealing Assistant

Incharge

Performa for Booking Dining Hall (OLD/NEW/LAWN), Nehru House
Jamia Millia Islamia, New Delhi-110025

Date: _____

1. Name of Applicant/Deptt./Office/Centre _____
2. Contact Number _____
3. Purpose of programme _____
4. Official or Personal _____
5. Date and Time of Programme _____ Lunch/Dinner
6. Number of guests invited (in words) _____
7. Name of Person responsible for the payment _____
8. Amount of advance payment _____

Undertaking by requisitioner: I hereby undertake to abide by the rules and regulation of the Guest House and would not bring out own cook/bearer, eatables etc. from outside for the party. We ensure that the dining hall facility is not being used to organize marriage/reception. Number of guests, in any case, would not exceed as mentioned above. In case of any damages caused to the Guest House property, I will be responsible to pay for damages.

Name:

Signature:

Designation & Deptt:

Address

Email:

Date:

For Official/Personal Booking: It is certified that the above mentioned booking is for the purpose as specified above.

Signature of Dean/Head/Director/AR/AO
(Official Stamp)

(FOR OFFICE USE)

Booking confirmed/Regret

Dealing Assistant

Incharge

Note: Lunch timing 12.30 pm to 2.30 pm
Dinner Timing 7.30 pm to 10.30 pm
Numbers of Persons (100 or less) are allowed for Dining Hall
For official booking Please enclose relevant office order/letter
Dining Halls are available (Yes / No)
Email address: guesthouse@jmi.ac.in

**NEHRU GUEST HOUSE
JAMIA MILLIA ISLAMIA NEW DELHI-110025
Extension Proforma**

Date.....

Application for the extension of stay in Guest House

For Double Triple Four Six

1. Name of the Guest.....
2. Date of Arrival.....
3. Extension Required.....From.....To.....
4. Purpose of Extension.....
5. Time of Departure.....

Requisitioner
Signature.....
Designation.....
Deptt./Office.....
Phone No.....
Email.....

(Stay will be extended on subject to availability of rooms)

Certificate by requisitioner: The guest is personally known to me and I am responsible for his/her conduct. If he/she fails to make payment of lodging/boarding charges, the same may be made by me.

Forwarded by.....
Signature.....
Designation.....
Phone No.....

Deptt. /Office (Stamp)

(FOR OFFICE USE)

Extended /Rejected

Dealing Assistant

Incharge

Performa for Booking Committee Room, Nehru House
Jamia Millia Islamia, New Delhi-110025

Date: _____

1. Name of Applicant/Deptt./Office/Centre _____
2. Contact Number _____
3. Purpose of programme _____
4. Official or Personal _____
5. Date and Time of Programme _____
6. Number of Participants invited (in words) _____
7. Name of Person responsible for the payment _____
8. Amount of advance payment _____

Undertaking by requisitioner: I hereby undertake to abide by the rules and regulation of the Guest House Committee Room. In case of any damages caused to the Guest House property, I will be responsible to pay for damages.

Name:

Signature:

Designation & Deptt:

Address

Email:

Date:

For Official/Personal Booking: It is certified that the above mentioned booking is for the purpose as specified above.

Signature of Dean/Head/Director/AR/AO
(Official Stamp)

(FOR OFFICE USE)

Booking confirmed/Regret

Dealing Assistant

Incharge

Note: Half Day: 4(Four) Hours
Maximum **(50 Person)** are allowed for Committee Room
For official booking Please enclose relevant office order/letter
For Personal/Non Official programs administrative approval is required
Email address: guesthouse@jmi.ac.in