



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

Date.....

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

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**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		

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**Dining Hall**

Name of the Requisitioner .....

Booking Date & Time.....

Category	Official/ Personal
Program	High Tea/ Lunch/ Dinner

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**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)

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**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:

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**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)

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**(FOR OFFICE USE)**

Booking confirmed/Regret

Dealing Assistant

Incharge

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**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  
**Email address: [guesthouse@jmi.ac.in](mailto: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)

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(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:

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**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)

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**(FOR OFFICE USE)**

Booking confirmed/Regret

Dealing Assistant

Incharge

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**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](mailto:guesthouse@jmi.ac.in)**