

(Application should be submitted prior one week of booking)

Application for allotment/booking of accommodation in Dr. Ambedkar International Centre, (DAIC) 15 Janpath, New Delhi- 110001.

To,

The Director
Dr Ambedkar International Centre (DAIC),
Department of Social Justice and Empowerment,
15, Janpath, New Delhi - 110001.

Subject: Allotment/Booking of accommodation in Dr. Ambedkar International Centre (DAIC), 15 Janpath, New Delhi for (purpose)

The following accommodation may please be allotted in Dr. Ambedkar International Centre (DAIC), 15, Janpath New Delhi- 110001:

1. Occasion:
2. Date and duration:
3. Dignitary details:
4. Application Category:
5. Approximate No of participants:
6. Accommodation Required (Please tick on the boxes given below with dates as per requirement).

BHIM (700 Seats Auditorium)	NALANDA (100 Seats Auditorium-1)	SAMRASTA (100 Seats Auditorium-2)	Outside area not for dining purpose (Kitchen Area)	Outside area for dining purpose	Conference Room No. 1 having seating capacity of 70 persons
Conference Room No. 2 having seating capacity of 70 persons	Conference Room No. 3 having seating capacity of 40 persons	Atrium	First Floor Foyer Area	VIP Dining (Inside)	VIP Lounge

7. Host of conference (Category)

Government	PSU/Autonomous Bodies	Private/NGO*

* Photo ID of the person requesting the booking required to be submitted.

8. We/this Ministry/Department agree to abide by terms and conditions governing allotment of accommodation in Dr. Ambedkar International Centre (DAIC)

9. A Sum of Rs. _____ on account of rental charges along with applicable tax and Security Deposit @ 20 % of rental amount (if applicable) is sent herewith through electronic mode (NEFT/RTGS) vide UTR No. _____ dated _____.

10. Detailed Schedule for the programme including list of VIP/VVIP dignitaries are attached/will be submitted before the start of program.

Date:

Yours faithfully,

(Signature with Seal)

(To be signed by the Joint Secretary/Head of the Department/Institution or equivalent officer)

Name of the signing authority _____

Designation _____

Telephone No _____

Email ID _____

Mobile No. _____

Postal address _____

Check List:-

1. ID Proof
2. NOC from DCP Office, Parliament Street, New Delhi (If applicable).
3. Mode of Payment (only electronic), UTR Details of the payment.
4. Total Rental amount (Rent) =
GST Amount =
Security Deposit (if applicable) =