

**Booking request form for Seminar Hall/ Meeting room**

*(To be sent to Assistant Registrar (Admin))*

1. Name of the Programme: \_\_\_\_\_  
\_\_\_\_\_

2. Date of Programme: \_\_\_\_\_

3. Expected no. of participants \_\_\_\_\_

4. Name of the Organising department: \_\_\_\_\_  
\_\_\_\_\_

5. Payment Details: Challan no. \_\_\_\_\_ dated \_\_\_\_\_ *(If free, please provide necessary approval)*

Signature of the Applicant: \_\_\_\_\_

Name of the Applicant: \_\_\_\_\_

Designation & Department: \_\_\_\_\_

**Assistant Registrar (Admn)**

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For Office use only

**Booking Confirmation**

Booking of Seminar Hall/meeting room has been confirmed for holding of \_\_\_\_\_ programme of department \_\_\_\_\_  
From \_\_\_\_\_ to \_\_\_\_\_.

(Dealing Clerk's name & Signature)