

APPLICATION FORM FOR BOOKING OF DR. RAMALINGASWAMI BOARD

1	Name and Address of the Organization / Department of AIIMS booking the Board Room	:		
2	Full Name and Address of the Applicant	:		
3	Telephone Number:	:		
4	Date and Accurate Duration of use of the Board Room	:	Date:	Time:
5	Details / Objectives of the meeting	:		
6	What is the source of financial support for the Organization of the meeting	:		
7	Whether it is sponsored by any Governmental Agency / Commercial Organisation ?	:		
8	Name of the Agency / Agencies supporting	:		
9	Amount of sponsorship grants received (Photocopies of financial sanction should be attached)	:		
10	Break-up of Expenditure (Please attach)	:		
11	Any other source of support i.e.	:		
	i) Registration Fee	:		
	ii) Delegation Fee	:		
	iii) Course Charges etc.	:		
12	Number of participants / delegates expected	:		
13	Whether acoustics / multimedia projection facilities etc. required?	:		
14	Details of any VIP invited	:		
15	Bank Draft / D.D. / Receipt of Security amount should be attached.	:	D.D. / Cash Receipt No.	Date.
(Security amount of Rs.5000/- has to be deposited in advance by the applicant)				
16	Please note that in case the Board Room is required for the Institute activities, the Director, A.I.I.M.S reserves the right to cancel the booking at any time.			
17	The organizer will ensure the payment of Overtime/Honorarium to Attendant / Projectionist, if engaged before / after office hours or on Sunday / Holiday as admissible under the rules.			

Undertaking

I have read the guidelines in respect of booking of Dr. Ramalingaswami Board Room circulated vide circular F.No. Estate/33-4/2003 dated 26.03.2003 and I will strictly abide the same. If any damage had occurred while on function I will responsible for the same.

Signature of the Applicant

**Signature and Stamp of HOD /
Forwarding Authority**