

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

To

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

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

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

1. Occasion:
2. Date and duration:
3. Dignitary details:
4. Application Category:
5. Approximate No. of participants:
6. Accommodation Required:

Accommodation (Please tick the appropriate box)	BHIM (700 seats Auditorium)	NALANDA (100 seats Auditorium-1)	SAMRASTA (100 seats Auditorium-2)	Outside area not for dining purpose	Outside area for dining purpose
Date(s) (Please specify)					

Round Table Conference Room No. I having seating capacity of 22 persons	Round Table Conference Room No. II having seating capacity of 14 persons	Round Table Conference Room No. III having seating capacity of 23 persons	Round Table Conference Room No. III having seating capacity of 60 persons
Atrium	First Floor Foyer Area	VIP Dining/Exhibition Hall(1 st Floor)*	

7. Host of conference (please Name):

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 is sent herewith through cheque /DD/Electronic mode.
10. Detailed Scheduled of the programme is attached/will be submitted before the start of program.

Yours faithfully,

(Signature with seal)

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

Name of the signing authority:
Designation: Telephone No:
Email ID: Mobile No:
Postal Address:
