

स्वर्ण जयंती हरियाणा वित्तीय प्रबंधन संस्थान

SWARNA JAYANTI HARYANA INSTITUTE FOR FISCAL MANAGEMENT (SJHIFM)

IP-09, Sector-3, Panchkula – 134109, Haryana

APPLICATION FORM FOR BOOKING OF HALL / CONFERENCE ROOM / FACILITY

Reference No.: _____ Date: _____

To,

The Director General,
Swarna Jayanti Haryana Institute for Fiscal Management (SJHIFM),
IP-09, Sector-3, Panchkula – 134109, Haryana.

Sir / Madam,

Subject: Request for booking of hall / conference room / facility at SJHIFM, Panchkula.

It is requested that the following hall / conference room / facility may kindly be booked for the purpose mentioned below. The relevant particulars are furnished hereunder:

PART A - APPLICANT / DEPARTMENT DETAILS

1. Name of Applicant	
2. Designation	
3. Department / Organisation	
4. Office Address	
5. Mobile Number	
6. Email ID	
7. Name of Nodal Officer (if any)	
8. Contact Number of Nodal Officer	

PART B - EVENT / BOOKING DETAILS

9. Purpose of Booking (Training / Workshop / Meeting / Conference / Seminar / Other)	
10. Title / Theme of the Event	
11. Name of Organising Department	
12. Date(s) of Booking (DD/MM/YYYY)	

स्वर्ण जयंती हरियाणा वित्तीय प्रबंधन संस्थान

SWARNA JAYANTI HARYANA INSTITUTE FOR FISCAL MANAGEMENT (SJHIFM)

IP-09, Sector-3, Panchkula – 134109, Haryana

13. Timing - From	
14. Timing - To	
15. Expected Number of Participants	
16. Profile of Participants (Officers / Officials / Trainees / Others)	

PART C - FACILITY / HALL REQUESTED

S. No.	Facility	Capacity	Duration (4 Hours)	Full Day (8 Hours)	Extra Hour	Tick (✓) if required
1.	Conference Hall 1	50 participants	₹15,000	₹30,000	₹5,000	
2.	Conference Hall 2	40 participants	₹12,000	₹24,000	₹4,000	
3.	Conference Hall 3	20 participants	₹6,000	₹12,000	₹2,000	
4.	Conference Hall 4	44 participants	₹13,200	₹26,400	₹4,000	
5.	Training / Lecture Hall 1	60 participants	₹9,000	₹18,000	₹3,000	
6.	Training / Lecture Hall 2	84 participants	₹12,600	₹25,200	₹3,500	
7.	Training / Lecture Hall 3	24 participants	₹3,600	₹7,200	₹1,500	
8.	Training / Lecture Hall 4	45 participants	₹6,750	₹13,500	₹2,500	
9.	Training / Lecture Hall 5	84 participants	₹12,600	₹25,200	₹3,500	
10.	Other (please specify)					

PART D - EQUIPMENT & SUPPORT SERVICES REQUIRED

S. No.	Equipment / Facility	Required (Yes / No)	Quantity / Remarks
1.	Smart LED Screens		
2.	Public Address System		
6.	Video Conferencing Facility		
7.	Wi-Fi / Internet Access		
8.	Stage Decoration / Banner / Flex		

स्वर्ण जयंती हरियाणा वित्तीय प्रबंधन संस्थान

SWARNA JAYANTI HARYANA INSTITUTE FOR FISCAL MANAGEMENT (SJHIFM)

IP-09, Sector-3, Panchkula – 134109, Haryana

S. No.	Equipment / Facility	Required (Yes / No)	Quantity / Remarks
9.	Tea / Coffee / Refreshments		
10.	Lunch		
12.	Parking Arrangement		
13.	Any Other (please specify)		

PART E - TERMS & CONDITIONS

1. Booking requests must be submitted at least seven (07) working days prior to the date of the event. Last-minute requests will be entertained only subject to availability.
2. Confirmation of booking will be communicated by SJHIFM in writing / by email only after approval of the competent authority.
3. **50% of the charges**, as fixed by SJHIFM from time to time shall be paid in advance.
4. The applicant / organising department shall be responsible for the conduct of participants and for any damage caused to the premises, furniture or equipment during the event. Cost of any such damage shall be recoverable from the applicant department.
5. The hall shall be vacated within the booked time slot. Extension of time, if any, shall be permitted only with prior written approval.
6. SJHIFM reserves the right to cancel or reschedule any booking in the event of an official engagement / exigency, with prior intimation to the applicant.
7. The applicant shall ensure compliance with all applicable safety, fire and security guidelines and instructions issued by the Institute from time to time.
8. Any cancellation by the applicant shall be intimated in writing at least two (02) working days in advance.

PART F - DECLARATION BY THE APPLICANT

I hereby certify that the information furnished above is true and correct to the best of my knowledge and belief. I have read and understood the terms and conditions stipulated by SJHIFM, Panchkula and I undertake to abide by them. I further undertake to bear the cost of any loss or damage to the property of the Institute caused during the period of booking.

Date & Place: _____

Signature of Applicant with Official Seal

स्वर्ण जयंती हरियाणा वित्तीय प्रबंधन संस्थान

SWARNA JAYANTI HARYANA INSTITUTE FOR FISCAL MANAGEMENT (SJHIFM)

IP-09, Sector-3, Panchkula – 134109, Haryana

PART G - FOR OFFICE USE ONLY (SJHIFM)

Date of Receipt of Application	
Diary / Reference No.	
Availability Verified by (Name & Signature)	
Hall / Facility Allotted	
Booking Confirmed (Yes / No)	
Remarks	
Approving Authority (Name & Designation)	
Signature of Approving Authority with Date	