

ALL INDIA INSTITUTE OF MEDICAL SCIENCES
(ACADEMIC SECTION)

No.F.1-2/Conf. Hall/2026-AS-(P & T Cell)

Ansari Nagar, New Delhi - 29

Dated the:

16 FEB 2026

OFFICE ORDER

Subject: Revision of Booking Charges and Conditions for Conference Hall / Foyer-II.

The undersigned is directed to convey the approval of the Competent Authority for revision of the booking charges and conditions for allotment of Conference Hall / Foyer-II, as detailed below:

1. Revised Charges

- Booking Charges: ₹5,000/-
- Refundable Security Deposit: ₹2,000/-

The security deposit shall be refunded after completion of the event, subject to submission of the original receipt and clearance from the concerned section, and provided that no damage or violation of rules is observed.

The following conditions shall govern the booking:

1. Booking shall be made maximum three (03) months prior to the date of the event. Applications beyond this period shall not be entertained.
2. Only one tentative slot may be blocked at a time.
3. Booking shall be confirmed only after deposit of the prescribed charges and administrative approval.
4. The Institute reserves the right to cancel the booking at any time in case the venue is required for institutional/official activities. In such cases, the deposited amount shall be refunded as per rules.

The above revised charges and conditions shall be applicable for all new bookings for events scheduled on or after 01.04.2026.

Further, Bookings for which final permission has already been issued after submission of the prescribed payment prior to the issuance of this Office Order shall continue to be governed by the earlier applicable rates and conditions. However, in cases where payment has not been deposited and the event is scheduled on or after 01.04.2026, the revised charges as notified herein shall be applicable.

This issues with the approval of the Director, AIIMS.


(Prof. Girija Prasad Rath)
REGISTRAR

Copy to:

1. PPS/PS/PA to Director/Dean (Academic)
2. Content Provider - For circulation to all the faculty and staff.

ALL INDIA INSTITUTE OF MEDICAL SCIENCES, NEW DELHI
ACADEMIC SECTION
APPLICATION FORM FOR BOOKING OF CONFERENCE HALL / FOYER-II

1. APPLICANT INFORMATION

Particular	Details
Name of Applicant	
Designation	
Department / Organization	
Mobile Number	
Email ID	
Official Address	

2. EVENT DETAILS

Particular	Details
Title of Event	
Nature of Event	<input type="checkbox"/> Academic <input type="checkbox"/> Seminar <input type="checkbox"/> Workshop <input type="checkbox"/> Meeting <input type="checkbox"/> Other
Detailed Purpose of Event	

3. VENUE REQUIRED (Tick One)

Conference Hall with Foyer-II

Foyer II only

4. BOOKING DETAILS

Particular	Details
Date(s) Requested	From ____ / ____ / ____ To ____ / ____ / ____
Total No. of Days	____ (Maximum 4 Days Allowed)
Time Required	From ____ AM/PM To ____ AM/PM

5. FEE STRUCTURE

Particular	Amount (₹)
Booking Charges	5,000/day
Refundable Security Deposit	2,000/-

1. Booking shall be confirmed only after payment of prescribed charges and administrative approval.

Signature of Applicant: _____

Name: _____

Date: ____ / ____ / ____

Signature of HoD _____

Name _____

Date: ____ / ____ / ____

DECLARATION

I/We hereby declare that:

1. I/We have read and understood all the rules and regulations governing the reservation of the Conference Hall / Foyer-II and agree to abide by them.
2. The prescribed booking charges (₹5,000/day) and refundable security deposit (₹2,000/-) shall be deposited with the Cashier. Booking shall be treated as confirmed only after payment and approval.
3. The security deposit shall be refunded only on submission of the original receipt and N.O.C. from the Sanitation Department.
4. The premises shall be used strictly for the purpose mentioned in this application.
5. If the event is organized in collaboration with or funded by any outside agency (Society, Congress, Association, Professional Body, etc.), full details have been disclosed.
6. No posters, banners, or notices shall be affixed on walls, glass panes, furniture, or fixtures.
7. No smoking, littering, or damage to Institute property shall occur.
8. The premises shall be handed over in proper and clean condition after use. In case of damage or violation of rules, the security deposit shall be liable to forfeiture and additional charges may be imposed.
9. The Institute reserves the right to cancel the booking at any time in case the venue is required for any institutional / official activity. In such cases, the deposited amount shall be refunded as per rules.

I/We undertake full responsibility for maintaining discipline during the event and for ensuring compliance with all institutional rules.

Signature of Applicant: _____

FOR OFFICE USE ONLY

The application dated _____ submitted by Shri/Smt./Dr. _____ for booking of Conference Hall / Foyer-II from _____ to _____ has been received.

Availability has been verified and the request is found to be in order as per prescribed rules (maximum four days, not earlier than three months, single tentative slot).

Dealing Assistant

Admin. Officer

Payment has been submitted vide Challan No. _____ dated _____. A Fair permission is submitted for signature, please.

Dealing Assistant

Admin. Officer