

PROFORMA FOR BOOKING PARTIES IN THE GUEST HOUSE

(To be submitted in duplicate)

1. Name of the Department/College/Officer/Person Dept of East Asian Studies.
2. Nature of Party Official (Alumni Meet)
3. Whether Official or Semi-official Official
4. Date and time of Party 25/8/2012 at 5:30 pm (onwards) Book. Room.
5. Number of persons expected to attend the Party 40
6. Menu Raj Mahor Jeera Rice
Matar Paneer Salad / Papad
Dam-Aloo Roti & Puri
Bundi Ryato Ic-cream, Cold Drink
7. Name of the person responsible for the payment HOD
8. Indicate the budget head from which the payment would be made CAI

9. Amount of advance payment made _____
10. We hereby undertake to abide by the rules and regulations of the Guest House and would not bring out own cook/bearer, eatables etc. from outside for the party.

Delhi, the 13/8/2012

दिभागाध्यक्ष / Head
 प्रमुख अध्येक्षक / Head
 Department of East Asian Studies
 दिल्ली विश्वविद्यालय,
 University of Delhi

SIGNATURE OF THE APPLICANT

The Department undertakes to make payment within 15 days from the date of receipt of the bill for the party failing which the Registrar is authorised to draw the amount of the bill from out of the Department Budget. In case of any damages caused to the Guest House property, the Department further undertakes to pay for the damage.

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HEAD OF THE DEPARTMENT

(FOR THE USE OF THE GUEST HOUSE)

Necessary approval for arranging the above party be accord

ASSTT. MANAGER-DU

*EM-MSB
13/8/12*

*Al
13/8/12*



25 AUGUST 2012
REUNION 2012
8th BEAS GOUP/ALUMNI-2012

Venue: UNIVERSITY GUEST HOUSE
(Opposite to University main Campus)

Contact Persons:
Manish (9899287434) | Purnita (dix.purni@gmail.com) | Anuja | Prashant

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