Instructions for Booking at MGSIPA, Punjab,
Sector 26, Chandigarh

1. Following are the categories of booking at MGSIPA:

   i. Hostel
   ii. Lecture Halls
   iii. Computer Labs
   iv. Auditorium
   v. Conference Halls

Note: For each category of booking mentioned above, rates are different. These booking rates may be seen from the booking page itself.

2. For each category of booking, the dates (from & to) and number of days (duration) booking is required must be specified.

3. Applicant category (that is trainees, government department, boards, corporations, financial institutes, etc.) is to be selected accurately as the rates of booking also vary as per the applicant category. *If wrong applicant category is selected and booking request is made, the booking request may be cancelled by MGSIPA without assigning any reason.*

4. Cleary mention the purpose of booking in brief when asked in the form followed by Applicant Details like name, department, designation, email, mobile, alternative mobile, and landline.

5. In case booking is to be made on behalf of any government department / board / institution etc. then his/her details may be uploaded as mentioned in the step no. 4.

6. Upload any of photo id proof in png, gif, jpg, jpeg format with size between 20KB to 40KB. Upload is possible in PDF format also with maximum size to upload is 2MB.

7. After entering all details asked and filled, submit the form. If details are not filled properly/left out, an error message to that effect will be displayed and information will have to be corrected. If details are found to be correctly filled and submitted, a *Reference number* would be shown on screen as well as sent to the mobile number. This reference number may be used for further reference & action and status checking.

8. Submission of request online does not guarantee booking confirmation as the request will be examined by the MGSIPA authorities.

9. Subject to availability of required category of booking, applicant would be informed through SMS about the amount of charges to be deposited either online or other modes of payments as mentioned on the site.

10. The applicant would have to deposit the money in 24 hours failing which the booking will be automatically cancelled. For 24 hours the booking will be blocked for the applicant and would be released if charges are not deposited in time.

11. Once payment is deposited and received and confirmed, booking will be done and SMS will be sent to applicant informing all details related to required category of booking.