



Guest House



UGC-Human Resource Development Centre, Kumaun University Nainital

REQUISITION FOR GUEST HOUSE ACCOMMODATION

To,
The Director
UGC-Human Resource Development Centre
Kumaun University, Nainital (Uttarakhand)

Sir,
As per my requisition kindly book a room in the Guest House/Participant Guest House as per details furnished in the form mentioned below:

1. Name of the Guest: _____
2. Designation of the Guest: _____
3. Address of the Guest: _____

_____ Pin _____

E-mail: _____ Mobile No.: _____

4. Official/Unofficial: _____
(If stated purpose of visit is for Academic Departmental Work then endorsement by HoD is needed)

5. Purpose of visit : _____ Endorsement by HoD _____

6. No. of Rooms: _____

7. Number of accompanying person(s): _____

8. Duration of stay: From _____ to _____

9. Payment by Department/Guest/Applicant: _____

10. Arrival Date: _____ **Time of arrival (Expected):** _____

11. Departure Date: _____ **Time of departure (Expected):** _____

Details of applicant:

Date:	Name:
Signature of applicant	Department:
	Address:

	Contact No:

Note

- **KINDLY FILL ALL THE COLUMNS.** *Incomplete forms will not be processed.*
- **CHECK OUT TIME: 10.00 AM** *In the event that guest does not check out at official check out time, he/she will be responsible to pay for the day.)*

Remarks: _____

Important Note: Rooms will be allotted as per availability.