



University Guest House

To,
The General Branch,
Indira Gandhi University, Meerpur (Rewari)

R/Sir/Madam,

Please book accommodation for the following Guest(s) with their particulars as given below

1. Name of Guest: _____
2. Mob. No. & Address: _____
3. Purpose of Visit: _____
4. Arrival Date: _____ Time _____
5. Departure Date: _____ Time _____
6. Type of Room: A.C. Room Non A.C. Room
7. No. of Rooms Required: _____ Period of Stay _____
8. Category of Guest Official **Approved by the authority.**
Non-Official **Payment will be made by Guest/Applicant.**

Name of Applicant: - _____
Designation/Deptt.: - _____
Mob. No. :- _____
E-Mail ID :- _____

Signature of the Official / Applicant

REGISTRAR
(Sign. with stamp)

Important Instructions:

- Requisition for booking should be made at least one week prior to the date of arrival of the guest(s).
- For Non-Official Guest: The Applicant will be responsible for above mentioned Guest's conduct. If he/she fails to make payment of lodging/boarding charges etc., the same may be made by the applicant.

FOR OFFICE USE

1. Accommodation: Available/Not Available
2. From _____ To _____
3. Photo ID: _____ Bearing No _____
4. Room Type allotted _____
5. Rent/Free of Cost _____
6. Catering Facility _____
7. Arrival Time _____
8. Departure Time _____
9. Remarks (if any) _____

