



GURU GOBIND SINGH INDRAPRASTHA UNIVERSITY

SECTOR 16-C, DWARKA, NEW DELHI - 110 078

CONTACT NO. 011-25302245

Requisition Form for University Guest House Booking*

Request for : Super Deluxe Room 1800/- Deluxe Room 1200/- Ordinary Room 600/-

1. Name of the Applicant : Employee Code.....
2. Designation & Department :
3. Mobile No. & E-mail ID : Email-ID.....
4. Accommodation Booking : From...../...../..... To...../...../..... No. of Days.....
Arrival Time..... Departure Time.....
5. Category of Guest : Official kindly attached the necessary document etc.
Non Official Amount...../- GFR No..... Date...../...../.....
6. Details of the Guest : For Non Official Guest(s)
 - 1..... Univ/Deptt..... Relation.....
 - 2..... Univ/Deptt..... Relation.....
 - 3..... Univ/Deptt..... Relation.....
 - 4..... Univ/Deptt..... Relation.....
 - 5..... Univ/Deptt..... Relation.....
 - 6..... Univ/Deptt..... Relation.....

(Please see the terms and conditions for the booking of Guest House)

Certificate for Non Official Guest: It is certified that above mentioned Guest (s) is/are personally known to me and I am responsible for his/her conduct. If he/she fails to make payment of lodging/boarding charges etc., the same may be made by me. I also undertake to look after every guest (s)

Signature of Applicant.....

Name.....

Certificate For Official Guest : It is certified that above mentioned Guest has been invited by the Department/USS/Centres on the said date (s) for which TA/DA to the Guest is to be paid by the respective inviting Authority.

* maximum of three days accommodation for one person

* not more than three rooms for one person at a time
(beyond this approval of C.A is solicited)

.....
Signature of Dean/HoD/Director/Chairperson
(with official seal)

For Use by Estate & Security Branch

i. The accommodation, as required above, is available on may kindly consider to book the same.

OR

ii. The accommodation, as required above, is NOT available on

(Return the copy of requisition to Applicant/Requisitioner if (ii.) is applicable).

Joint Registrar
Estate & Security

Dealing Assistant
Estate & Security