**Deen Dayal Upadhyaya Gorakhpur University**

**Requisition for University Guest House Accommodation**

1. Name of the Guest :
2. Designation with Address :
3. Mobile : E-mail :
4. Type of the Accommodation : VIP Suite AC Non AC Dormitory
5. Type of the Guest : Academic Personal Other
6. Purpose of the Visit :
7. Details of the Visit : (a) Arrival Date Time

 (b) Departure Date Time

 (c) Duration of Stay (No. of Days) :

 **8. Details of the Guest (s) :**

|  |  |  |  |
| --- | --- | --- | --- |
| Sr. No. | Name (s) of the person accompanying the Guest | Age | Gender |
| 1. |  |  |  |
| 2. |  |  |  |
| 3. |  |  |  |
| 4. |  |  |  |

The Guest is personally known to me and I am Responsible for his/her conduct. If he/she fills to make Payment, the same will be made by me.

(Signature of the Requisitioner)

 Name :

 Designation :

 Mobile :

**Certificate for Official Guests** : It is Certified that the above mentioned guest has been invited by University/Faculty/Department on to attend .

 **Signature of Registrar/Dean/Head (With Official Seal)**

**For Office Use Only**

Received Payment of Rs.

Receipt No./Date :

 **Signature**

**Incharge Guest House**

Room No. Allotted :

Remark (If any):  **Incharge Guest House**