

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