



Guest House Booking Form

UNIVERSITY OF JAMMU, JAMMU

Baba Sahib Ambedkar Road, Jammu (J&K)-180006

The Manager

Guest House, University of Jammu

Sir/Madam,

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

S.No.	Name, Designation & Address of the Guest with Mail ID & Mobile No.	Purpose of Visit (Official/unofficial)	Arrival Date/Time	Departure Date/Time	Period of stay	No. of rooms required	Rent/Food charges to be paid by Guest/Dept./ recommending Official (Tick whichever is applicable)
1.							
2.							
3.							
4.							
5.							
Relationship of accompanying guest(s) to be specified (if any)							

I/We know the guest(s) personally and recommend him/her/them for allotment of accommodation in case of availability.

Signatures of HOD/Faculty/Officer/Concerned

With official seal

Important Instruction:

Requisition for booking should be made on the above prescribed form and at least one week prior to the date of arrival of the guest(s) and the same should be submitted in the office of the Manager, Guest House accordingly.

FOR OFFICE USE

1. Accommodation: Available/not Available
2. Main Guest House/Faculty Transit House/Faculty House (near DDE)
3. From-----To-----
4. Room No. allotted -----
5. Category of Guest -----
6. Rent charges (per day)-----
7. Total Room Rent-----

Signatures of the dealing official

Signatures of Manager

University Guest House