

UNIVERSITY OF KASHMIR  
HAZRATBAL, SRINAGAR, J&K

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REQUISITION FORM FOR BOOKING OF GUEST HOUSE

Request for: (i) Sheikh Hamzah Guest / Zabarwan Guest House (located in the Main Campus)  
(Please ) (ii) Guest House at Bathandi, Jammu Tawi

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.....

No. of Rooms Required (single / Double).....Arrival Time.....Departure Time.....

5. Purpose of Visit :.....  
6. Category of Guest (Please ) : Official  Non-Official  Examiner   
7. Mode of Payment by (Guest or by the Department):.....  
8. Details of the Guest (please mention Name, Designation & Official Address of the guest  
1.....  
2.....  
3.....  
4.....  
5.....

Note: In case of official guests, the guest house management can ask for the proof, if the need arises)

(please see the rules & regulations for 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 on account of lodging / boarding etc, the same will be paid by me or deducted from my salary.

Signature of Applicant .....

Name .....

Certificate for Official Guest : it is certified that above mentioned guest has been invited by the Department /Centre on the said date (s) for which the guest house charges ( room rent & meals ) will be paid by the respective inviting Authority.

.....  
Signature of Dean /Hod /Director  
(With official seal)

For Official Use only

The accommodation, as required above, is Available / Not Available on the mentioned date (S), may kindly consider booking the same

1. Room no/no's Allotted \_\_\_\_\_ 2. Rent charges (per day) \_\_\_\_\_  
3. Category \_\_\_\_\_ 4. From \_\_\_\_\_ to \_\_\_\_\_

Authorized / Not – Authorized

Dealing Assistant \_\_\_\_\_

Liaison Officer \_\_\_\_\_

Manger , Guest Houses

Special Secretary to HVC / Officer In-Charge H&P

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(Note : The requisition form be submitted in the office of Manger , Guest House for booking of Sheikh Hamza & Zabarwan Guest Houses.

For booking Guest House at Bathandi , Jammu , the form be submitted in the office of Officer In- Charge , Sub – Office , Bathandi , Jammu.