



BANKURA UNIVERSITY

(GUEST HOUSE)

FORM FOR THE RESERVATION OF ROOMS

To be downloaded from the website:-

1. Name of the Guest:
2. Designation with institutional Address:
3. Permanent Address with Telephone No:
4. Nationality:
5. Name and relationship of person accompanying the Guest (if any):
6. Date and time of arrival:
7. Date and time of Departure:
8. Contact no. in case of emergency:
9. Purpose of visit (Spl. lectures/PGBS/UGBS/EC/COURT/Seminar, Conference, Workshop, Symposium, Others) (put a tick mark):
10. No of Rooms required:
11. Mode of Payment:
(By individual or by the Department) (Please tick)
12. Total Amount Paid:
13. Medical History (Any serious disease):

Declaration:

I/We, hereby, agree with all the terms and conditions laid down by the University regarding the Guest House.

Bankura,

Date.....

Signature of the applicant (optional)

Signature of HOD (Academic)/Administrative officer of the concerned Department as per clause 12 (mandatory)

Requisition for booking should be made on the above prescribed form **at least 5 working days prior to the arrival** of the guest (s) on deposition of full payment of the prescribed charges in cash/DD after confirmation and allotment of rooms by the Officer in Charge. Advance payment must be made from 12.30 pm to 2.30pm at the Finance Section of the University. Food charges are to be paid to the Guest House Caretaker at the time of Departure/Daily basis after signing on the food bills.

Not to be used by the applicant

A. FOR GUEST HOUSE OFFICE USE

1. ACCOMODATION AVAILABLE/NOT AVILABLE
2. FROM TO.....
3. ROOM NO
4. CATEGORY OF GUEST
5. RENT CHARGES (PER DAY)
6. TOTAL ROOM RENT
7. FOOD CHARGES TO BE PAID BY INDIVIDUAL/CONCERNED DEPT./UNIVERSITY (TICK)

Signature of the dealing person

B. FINANCE SECTION

Declaration:

Received in full the total amount excluding food charges.

Signature of the Finance Officer/Dealing Assistant with seal.

C. OFFICER IN CHARGE OF GUEST HOUSE

Room No allotted from to As per University Guest House Rules.

Signature of the Officer in Charge of Guest House.