



BANKURA UNIVERSITY

Guest House Room Requisition Form

To
The Officer-In-Charge
Guest house, Main campus
Bankura University
Purandarpur, Bankura

Date:

1. Name of the visitor:
2. Designation / Department:
3. Organization:
4. Postal Address with Telephone No:
5. Aadhaar No / Passport No (attach photocopy):
6. Arrival: 6. Departure:
7. Sex: 8. Age: 9. Nationality:
10. Purpose of visit:
11. No of rooms required:
12. Name and relationship of person accompanying the Guest (if any):
13. Whether driver accommodation is needed: Name:

Signature of the proposer with official Seal.....

- ☐ Name.....
- ☐ Designation
- ☐ Department / Centre.....
- ☐ Contact no & Email ID

FOR OFFICE USE ONLY

- Allotted room no
- Room rent per day.....
- Total room rent.....
- Category of guest.....
- Food charges to be paid by Individual / Dept. Concerned / Centre / University

Signature of the dealing officials

Signature of the Officer-In-Charge

(The rooms in the Guest House may be allotted at a time for three days only. However, the extension of accommodation may be given with the prior permission of Hon'ble Vice-Chancellor)

- ❖ Requisition of the booking should be made 5 (five) days before the arrival of the guest.
- ❖ Confirmation of booking is subject to room availability.

Check In Time: 11 AM

Check Out Time: 10 AM