



# JAWAHARLAL NEHRU UNIVERSITY

## Requisition for Guest House Accommodation

Request for :  Aravali  Gomti  Aravali International

Accommodation :  Single  Double  Suite  Non AC  AC

1. Name of the Guest : Prof./Dr./Mr./Mrs. : ..... 2. Age : .....

3. Designation/Address : .....

4. Name(s) of person(s) accompanying the Guest Relationship with the Guest Age

i) ..... Relationship with the Guest Age

ii) ..... Relationship with the Guest Age

iii) ..... Relationship with the Guest Age

5. Category of the Guest :  Complimentary\*  Officials\*  Others

\* **Complimentary** : Visiting team from UGC & HRD Ministry in relation to University's academic programs, and NDA officers Visiting JNU for signing degrees.  
**No Rent**

\* **Official** : Guest who come to attend Viva-Voce/EC/AC/Court Meeting/FC/Meeting of the Board of Studies of Schools/Selection Committees etc.  
**Half Rates**

6. Accommodation required : From ..... to .....  
Arrival Time ..... Departure Time : .....

**Certificate by requisitioner**:- The guest is personally known to me and I am responsible for his/her conduct. If he/she fails to make payment of lodging/boarding charges, the same may be deducted from my salary.

Signature : ..... Name / Designation : ..... Phone : .....

**Certificate for Complimentary / Half-rate accommodation** : It is certified that the above mentioned guest has been invited by the University/School/Centre on ..... to attend ..... for which TA/DA to the guest is to be paid by JNU.

Signature of DEAN/DR/DFO/AR/AO (with official seal)

### FOR OFFICE USE

Received an

Advance payment Rs. .... Receipt No./Date : ..... Signature (Booking Incharge)

