



**GUEST HOUSE ROOM REQUISITION FORM
UNIVERSITY OF ALLAHABAD**

Incharge Guest House

Kindly book room(s) in favor of :

Booking No.

Name of the Visitor /Other member detail	Sex(Male / Female)	Address	Mobile no. / E-mail ID	Accompanying Person (s)	Name of Department

Visitor's Travel Programme:

Arrival at Prayagraj		Departure from Prayagraj		
Airlines/Taxi /Car/Train	Date & Time	Airlines/Taxi/Car/Train	Date & Time	Total No. of Days

Number of Accompanying Persons.....AdultsChildren (below 12 yrs)

Mode of payment (Tariff) Advance Cash/Digital/Cheque no. (Local cheques only).....

Signature

Name & Designation of Applicant.....

Mob. No.....E. mail.....

Forwarded/Recommended by Dean/H OD/Director of the Institute

(Seal of the Department /Centre)

Date.....

To be filled by the office:

Received Rs.....in Cash/ Digital Payment / Cheque No.....Date.....

TARIFF w.e.f. 1 st DECEMBER, 2021					
Single Occupancy (First Three Days)	Single Occupancy (After Three Days)	Double Occupancy (First Three Days)	Double Occupancy (After Three Days)	V.I.P. Room (First Three Days)	V.I.P. Room (After Three Days)
Rs.1000/-per day	Rs.1500/-per day	Rs.1200/-per day	Rs.1800/-per day	Rs.1800/-per day	Rs.2700/-per day
Conference Room Charge, Sound System Arrangement if required					5000/- 4000/-
For those who are staying in the Guest House food/Tea Charge: Tea Rs.10/-Coffee Rs.20/-Break Fast Rs.50/-Lunch/Dinner Rs. 125/- Special Lunch and Dinner Rs. 175/- Note:- Those who are Not staying in the Guest House Tea Rs.15/- Coffee Rs.25/-Lunch and Dinner Rs. 150/- Special Lunch &Dinner Rs.200/-					

(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 Honourable Vice-Chancellor)

**Check In Time 11:00A.M.
Check Out Time 12:00 Noon**

**In-Charge
Guest House**