



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

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**In-charge Guest House**  
Kindly book room(s) in favor of:

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.....Adults .....Children (below 12 yrs)  
Mode of payment (Tariff) Advance Cash/Digital/Cheque no. (Local cheques only).....

Name & Designation of Applicant.....  
Mob. No.....E. mail.....  
Signature .....

**Forwarded/Recommended by Dean/H OD/Director of the Institute**  
(Seal of the Department /Centre)

Date.....

**TARIFF & ROOM RENT w.e.f. 1<sup>st</sup> JULY, 2022**

TARIFF w.e.f. 1 <sup>st</sup> JULY, 2022					
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.1500/-per day	Rs.2000/-per day	Rs.2000/-per day	Rs.2500/-per day	Rs.2500/-per day	Rs.3000/-per day
Conference Hall Charge, Sound System Arrangement if required					7000/- 5000/-

**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 / Dinner	Rs. 175/-

(P.T.O.)


**Not Staying in the Guest House:**

Tea	Rs.15/-
Coffee	Rs. 25/-
Lunch / Dinner	Rs. 150/-
Special Lunch / Dinner	Rs. 200/-

**Note:- (1) Rs. 1000/- per room will be deposited as Security money which will be adjusted from the Final payment.**

**(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 Out Time 11:00 A.M.**

  
16/6/22  
**In-Charge  
Guest House**