



UNIVERSITY OF ALLAHABAD  
GUEST HOUSE REQUISITION FORM

Booking No. ....

Incharge Guest House

Kindly book room(s) in favour of

Name of the Visitor: .....

Sex (male/Female): .....

Address: .....

Mobile No. .... E-mail ID: and Photo ID

Name of the accompanying person(s): .....

Purpose of the visit (Attach Document): .....

Name of the Department / Centre: .....

Category of the visitor (A/B/C/D/E/F): .....

Visitor's Travel Programme:

Arrival at Allahabad		Departure from Allahabad	
Airlines/ Taxi/ Car/ Train Name & Number	Date & Time	Airlines/ Taxi/ Car/ Train Name & Number	Date & Time

Number of Accompanying Persons: ..... Adults ..... Children (below 12 yrs)

Mode of payment (Tariff)- Advance: Cash/ Digital/ Cheque No. (local cheques only) .....

Requisition from ..... to .....; No. of Days: .....

Signature: .....

Name & Designation of Applicant: .....

Date: .....

Forwarded / Recommended by HoD/ Director of the Institute

(Seal of the Department/ Centre)

To be filled by the office

Received: Rs. .... in Cash/ by Digital Payment / Cheque No. .... dated: .....

Vide Receipt No. .... dated: .....

Signature

In-charge Guest House

\*TARIFF w.e.f. 15<sup>th</sup> October, 2017

Category	AC Rooms – Rooms Reat*	
	Single Occupancy	Double Occupancy
A. a) University Guest on official Duty (TA/DA payable by University / Department's main account) Vice-Chancellor/ Director/ members of Executive Council/ Academic Council/ Examiners/ Department Invitee/ Officers of MHRD/UGC and other funding origination b) ...do... with spouse/accompanying person	Rs. 250/- per day per person (boarding and lodging all inclusive)	Rs. 630/- per day two per person (boarding and lodging all inclusive)
B. Visitors for conference/ seminar/ workshop/ project works/ consultancy etc. on invitation of the University.	Rs. 300/-	Rs. 500/-
C. Do...on invitation of constituent college/constituent institute and other academic institutions.	Rs. 450/-	Rs. 650/-
D. Visitors to neighbouring Institution/Govt./Public Organization/ others	Rs. 725/-	Rs. 1000/-
E. VIP suit (subject to approval of the Vice-Chancellor)	Rs. 1300/-	Rs. 1600/-
F. Conference/ Seminar/ Dining Hall	Rs. 2500/ for 8 Hours	

Food/Tea Charges: Tea-5/-, Coffee-Rs. 15/-, Breakfast-Rs.40/-, lunch/Dinner-Rs. 90/-

**Check Out 11:00 A.M.**