



GUEST HOUSE ROOM REQUISITION FORM (Valid from 15th Feb. 2025)
UNIVERSITY OF ALLAHABAD

In-charge, Guest House, kindly book room(s) in favour of:

Name (s) of the Visitor (s)	Sex (Male/Female)	Address	Mobile No./ E-mail ID	Number of Rooms Required	Name of Department (If any)	Purpose of Visit (Attach Supporting Documents)

Visitor (s)'s Travel Programme:

Arrival at Prayagraj			Departure from Prayagraj			
Airlines/Taxi/Car/Train	Date Check-In	Time Check-in	Airlines/Taxi/Car /Train	Date Check-out	Time Check-out	Total No. of Days

Total Number of Guests: _____ Adults: _____ Children (below 12 yrs): _____ Emergency Contact Number: _____

(To be Filled by an Applicant who is not a University-of-Allahabad Employee)

Referred by a University Administrator/ Faculty Member: Yes/ No

If yes, mention the Name, Designation, Department and Contact Number of the University Administrator/ Faculty Member Concerned

Name:

Designation and Department:

Contact Number:

Undertaking

I hereby declare that all the details furnished by me in this booking form are true and correct to the best of my knowledge. I undertake that the guests will abide by all the rules, regulations, and terms as prescribed and revised from time to time by the University of Allahabad for the use of the University Guest House. I also agree to ensure timely payment of the room rent charges and any additional charges as applicable.

Name & Designation of Applicant: _____

Address (Office/ Resi.): _____

Mob No: _____ E-mail: _____

Signature & Date: _____

Recommended by Dean/ Hod /Director of the University of
Allahabad or any other Central/ State Government Institute/ Body

Date:-----

(Seal of the Department/Centre)

Note: - The applicant must deposit room rent charges in the guest house bank account immediately after receiving the temporary confirmation of the booking.

Guest House Guidelines and Booking Instructions:

1. Overview

The University operates two guest houses on a self-financed basis, aiming to provide comfortable accommodations to guests while ensuring the financial sustainability of the facilities. Rooms are allocated in both guest houses, keeping in view the availability of rooms.

2. Tariff

Room (For First Three Days)	V.I.P. Room (For First Three Days)
Rs. 3,000/- per day (For two persons)	Rs. 5,000/- per day (For two persons)

3. Duration of Stay

Rooms can be allotted for up to three days per booking. Extensions may be granted with prior approval from the Honourable Vice-Chancellor.

4. Cancellation and Payment Policy

- Bookings cannot be cancelled by guests, and room rent charges are non-refundable.
- Guests must transfer full room rent charges to the official bank account immediately after receiving the temporary booking confirmation. Payment details (account information or QR code) will be provided by our authorized staff.

5. Meals and Additional Services

- Guests can order meals, snacks, and other food items from the menu at additional charges. The meals provided will be simple, with the menu determined by the guest house. (Please note that the new guest house at Harivansh Rai Bachchan Cultural Centre serves only tea on demand at present; the proper kitchen service will be started in this guest house in due course.)

6. Endorsement Requirement

To facilitate the booking process, please ensure that your request form is recommended by (a)n Administrator/ Dean/ HoD /Director of the University of Allahabad or any other Central/ State Government Institute/ Body. **You are requested to submit your booking request at least six working days prior to your scheduled arrival.**

7. Reservation Rights

The University reserves the right to decline booking requests or cancel confirmed bookings at its discretion.

8. Booking Process

Step A: Email the completed booking form along with your valid ID proof and other relevant documents to:

drnakulkundra@allduniv.ac.in

CC: rk_ipsar@rediffmail.com

Or

Submit a hard copy of your booking request at the reception of the old guest house.

Step B: You will receive a response within five days. If your booking is temporarily confirmed, the authorized staff will share the QR code or official bank account details for payment. Please ensure that payments should be transferred to the official account of the guest house. We won't be responsible for wrong transactions.

Step C: Transfer the full amount within 24 hours of receiving the bank/ QR details. Once the payment is received, it will be acknowledged telephonically, and your booking will be confirmed upon the realization of payment.

Step D: At check-in, all guests, including accompanying persons, must present original ID proof (preferably Aadhaar Card, Voter ID Card, or PAN Card)

Check-in/ Check-out Time: 11:00 A.M.

Special attractions in Prayagraj and their Approximate Distance from the University Guest House

1. Triveni Sangam (6 km)

- The confluence of the Ganga, the Yamuna, and the Saraswati is a spiritually significant spot and a popular pilgrimage destination.

2. Hanuman Mandir (Sangam Area, 8 km)

- A unique temple housing a reclining idol of Lord Hanuman is near Sangam.

3. Allahabad Fort (8 km)

- Allahabad Fort was built by Emperor Ashoka but repaired by Emperor Akbar in 1583. The fort stands on the banks of the Yamuna near the confluence with the river Ganges. It is the largest fort built by Akbar. In its prime, the fort was unrivalled in its design, construction and craftsmanship. This huge fort has three galleries flanked by high towers.

4. Allahabad University (0.5 km)

- One of the oldest universities established in the Indian subcontinent. Its origins lie in the Muir Central College, named after Lt. Governor of North-Western Provinces, Sir William Muir, in 1876, who suggested the idea of a Central University at Prayagraj, which later evolved into the present University. It is called the "Oxford of the East."

5. Chandrashekhar Azad Park (3 km)

- Formerly known as Alfred Park and Company Garden, it is a public park of 133 acres area and is the biggest park in Prayagraj. It was renamed after freedom fighter Chandra Shekhar Azad, who sacrificed his life here during the Indian independence struggle in 1931.

6. Anand Bhavan and Swaraj Bhavan (2 km)

- The historical residence of the Nehru family, Anand Bhavan, is now a museum showcasing artefacts of India's independence movement. Swaraj Bhavan, adjacent to Anand Bhavan, is also worth visiting.

7. Allahabad High Court (4 km)

- A fine example of Georgian architecture, it was one of the first high courts to be established in India.

8. Prayagraj Planetarium (2 km)

- Located near Anand Bhavan, the planetarium offers an immersive experience of astronomy through engaging shows.

9. Allahabad Museum (2.5 km)


- Established in 1931, the museum is known for its rich collection and unique objects. It is funded by the Ministry of Culture.

10. Khusro Bagh (4 km)

- A historical walled garden housing Mughal tombs of Prince Khusro and his family. It is a beautiful blend of architecture and tranquillity.

Transportation Tips:

- Auto-rickshaws, e-rickshaws, and taxis are readily available for local travel.
- For longer distances, pre-arranged taxis or app-based cab services are convenient.


 Officer In-Charge
 Guest House