



GUEST HOUSE ROOM REQUISITION FORM

UNIVERSITY OF ALLAHABAD

In-charge Guest House

Kindly book room(s) in favour 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/ Hod /Director of the Institute
(Seal of the Department/Centre)

Date-----

TARIFF & ROOM RENT w.e.f. 1st JULY, 2022

TARIFF w.e.f. 1 st JULY, 2022					
Single Occupancy (First Three Day)	Single Occupancy (After Three Day)	Double Occupancy (First Three Day)	Double Occupancy (After Three Day)	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 Room Charge, Sound System Arrangement if required					7,000/- 5,000/-

For those who are staying in the Guest House Food/Tea Charge:

1.	Tea	Rs. 15/-
2.	Coffee	Rs. 30/-
3.	Break Fast	Rs. 60/-
4.	Lunch/ Dinner	Rs. 150/-
5.	Special Lunch and Dinner	Rs. 200/-

P.T.O.

Not Staying in the Guest House.

1.	Tea	Rs. 20/-
2.	Coffee	Rs. 35/-
3.	Breakfast	Rs. 80/-
4.	Lunch/ Dinner	Rs. 200/-
5.	Special Lunch and Dinner	Rs. 250/-

Note:- Rs.1000/-per room will be deposited as Security money which will be adjusted from the final payment.

1. 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.
2. Bookings may be cancelled 24 hours prior to the arrival of guests. Otherwise, payments will be considered due and will have to be paid by the referral.

Check Out Time 11:00 A.M.

निरुपमा त्रिपाठी
Officer In-Charge
Guest House