

REVISED APPLICATION FORM FOR BOOKING OF ACCOMMODATION IN PANJAB UNIVERSITY GUEST HOUSE, FACULTY HOUSE AND GOLDEN JUBILEE GUEST HOUSE

1. Name of actual Visitors
1.
2.
3.
2. Phone No. & Address of the Visitor
3. Relationship with applicant
4. Place where accommodation is required
5. Number of room/s required
6. Exact purpose of visit (Give detail)
7. Date/s for which room/s is/are required From.....To.....
8. Day/days for which room/s is/are required
9. Advance rent paid amount of Rs.....Receipt No.....dt.....
(Original Receipt attached)
10. Name of the applicant and phone No.
(in block letters)
11. Designation of the applicant
12. Name of the Department/College/ Institution in which employed

- (i) **I hereby undertake that rooms shall be vacated as mentioned at Sr. No. 7 above.**
- (ii) **I shall clear all the dues before handing over the charge of room/s to the University/clear all the dues in case of my guest do not clear it.**
- (iii) **I further certify that I would use the room myself or for my personal guest but not for a guest of any marriage party or attendant of any patient of any hospital.**
- (iv) **That the Guest who intends to stay is free from any COVID related symptoms.**

Signature of the applicant
Address:

Recommended by the Principal/
Head of the Department/Branch/College/Fellow

IMPORTANT NOTE:

- (a) **Kindly fill all the particulars; incomplete performa will not be entertained.**
- (b) **To avoid inconvenience, kindly get your rooms booked at least one week in advance**

(FOR OFFICE USE)

Room/s No.....is/are lying vacant in thewhich
may be allotted to the above applicant for the period..... to.....

Submitted for orders, please

Dealing Official

Manager Booking Guest House