

Jawaharlal Nehru Government Engineering College Sundernagar District Mandi (H.P.) Phone No. 01907-267199, <u>e-mail-jngechp@yahoo.co.in</u>

REQUISITION FORM FOR BOOKING OF GUEST ROOM

Note: 1.Guest Room Booking Charges as per Directorate of Technical Education Notification No STV(TE)HC(1)9/90/Reser,Rest House/-8688 dated 01/02/2016: a) Departmental Employee: Rs. 100/Day/Room b Other Department Employee (Govt/Semi Govt. (Officer/Official): Rs. 200/Day/Room c) Private/ Un-official: Rs. 400/Day/Room Signature of Applicant For Office Use only:	1.	a) Name of Visitor(s):
II) Private/ Un-official c) If selected (I), Details of Person making the Booking: Designation and Name of the Department:		b) Please Tick whichever is applicable:
c) If selected (I), Details of Person making the Booking: Designation and Name of the Department: d) For private/ Un-official, provide Name and Contact number of person/official who has recommended you for Guest Room booking: e) Purpose of Visit: 2. Postal Address: 3. Telephone No.: 4. Email ID: 5. Expected Check In Date & Time: 6. Expected Check Out Date & Time: 7. Number of rooms required: 8. Number of Persons: 9. Date of Booking: 10. Photo Identify provided for booking: Department I-Card/Aadhar/Driving Licence/Voter-ID Note: 1.Guest Room Booking Charges as per Directorate of Technical Education Notification No STV(TE)HC(1)9/90/Reser,Rest House/-8688 dated 01/02/2016: a) Departmental Employee: Rs. 100/Day/Room b Other Department Employee (Govt/Semi Govt. (Officer/Official): Rs. 200/Day/Room c) Private/ Un-official: Rs. 400/Day/Room Signature of Applicar		I) Departmental/ Other Department Employee
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3. Telephone No.:		
4. Email ID:	2.	Postal Address:
6. Expected Check Out Date & Time:	3.	Telephone No. :
6. Expected Check Out Date & Time:	4.	Email ID:
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For Office Use only:		
••		Signature of Applicant
Total Number of Days: Total Charges:		or Office Use only:
		otal Number of Days: Total Charges: nount Paid in Advance: Balance:

Approved/Not Approved

In-charge Guest Room

Verifying Official