

GUEST HOUSE
G.B.PANT ENGINEERING COLLEGE, PAURI GARHWAL
REQUISITION FORM

1.	Name of Visitor(s): _____	
	Organization _____	
	Permanent Address _____	

	Mob./Phone No.: _____	
2.	Purpose of Visit (Please tick)	<input type="checkbox"/> Official Work <input type="checkbox"/> Personnel <input type="checkbox"/> Others
3.	Nationality (Please tick)	<input type="checkbox"/> Indian <input type="checkbox"/> Foreigner
4.	Arrival Date & Time:	_____
5.	Departure Date and Time:	_____
6.	Number of Persons:	_____
7.	Number of Room Required:	_____
8.	Bill to be settled by (Please tick)	<input type="checkbox"/> Visitor <input type="checkbox"/> Indentor

Contact Phone Nos. _____	Signature: _____
Off: _____	Name: _____
Residence: _____	Departure: _____
Date: _____	

9.	For the Students	
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My Parents/ real sister/ real brother are visiting GBPEC from _____ to _____
 Please allot me a guest room for above said period. The details of the visitor are given below:

S. N	Name of the visitor with contact details	Relationship	Age
1.			
2.			
3.			
4.			

Name of the student: _____	Forwarded through Hostel Warden
Branch/ Year _____	
Hostel Name with Room No. _____	Signature with seal: _____

Requisition forwarder by a faculty/staff/student would be responsible for setting/ resolving any unpaid bills/ dispute.

For office use only

Application received on : _____	Booking No: _____
Room Number Allotted : _____	
Allotted Date: _____	Please tick <input type="checkbox"/> Category-I <input type="checkbox"/> Category-II
Remark: _____	Please tick <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved
Signature of Care take _____	Signature of OIC Guest House _____