

## HOSTEL CO- ORDINATING UNIT

### *Application for guest accommodation in hostel*

Date :

Please allow below mentioned guest/s to stay in students hostel.

1. Name/s of the Guest : \_\_\_\_\_  
\_\_\_\_\_
2. Sex : Male/Female (Guest 1)  
Male/Female (Guest 2)
3. Age of the guest/s :
4. Address of the guest/s : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Permission requested : From \_\_\_\_\_ To \_\_\_\_\_
6. Reason for visit of guest : \_\_\_\_\_

I assure you for payment of room rent as per rules of the Institute.  
Please allot room in Student hostel to accommodate my guest/s

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Roll No. : \_\_\_\_\_

Hostel No. : \_\_\_\_\_ Room No.: \_\_\_\_\_

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### ONLY FOR THE OFFICE USE

Permission granted to stay in Hostel No.: \_\_\_\_\_ for the period  
From \_\_\_\_\_ To \_\_\_\_\_ on guest charge basis @ Rs. \_\_\_\_\_ per  
day/ per head.

**Co- ordinating Warden**

To,  
**The Warden,**  
Hostel No.: \_\_\_\_\_