

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.: _____

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.: _____