



GOVERNMENT COLLEGE OF ENGINEERING & RESEARCH, AVASARI (Kh.)

Application form for Guest Room Allotment

- 1) Name of the guest :
- 2) Full Address and :
 Contact Number : Ph.:
- 3) Proof of Identity : (ID No:)
- 4) The Guest is a : Institute Staff / Officially invited Guest / Officer for non-official work / Guardians of Student / Other
- 5) Purpose of Visit : Unofficial / Official (Pl. specify)

- 6) Accommodation :/...../20..... To/...../20.....
 Period :/...../20..... To/...../20..... Total:..... Day(s).
- 7) No of Bed(s) Required :
- 8) Charges for accommodation: a) to be paid by the applicant as per rate.
 b) Free (approval of the Principal required).

Signature of the Applicant

Name and Designation:

Date: / /20

For Office Use Only	
RECOMMENDATION	APPROVAL
Certified that the visit of the guest is official and recommended for his / her / their accommodation in institutional guest room(s). Signature of HoD/ In-charge: Signature of Rector:	Approved / Not Approved Charge of accommodation Govt. College of Engineering & Research Avasari (Kh). Signature of the Principal:

Charges Remark

Accommodation Charges: Rs. 50/- Per day	Charges Paid : Rs. 50XDay(s) = Rs...../-	Payment ref. No :(SBI Collect /Cash)..... Date:/...../20.....	Cashier's Remark:
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Accommodation Remark

Accommodation No 20.... /.....	Room No: Bed No :	Accommodation Remark(s):
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Instructions: * Pl. check for bed availability before filling application. * Pay charges in advance. * If leaving for a day or more in between the accommodation pl. submit room keys to the security. * Carry personal belongings at own risk. * Keep cleanliness.