



**REQUISITION FOR THE INSTITUTE GUEST HOUSE**

- (1) Full Name of the applicant, age :  
 and his / her address &  
 Contact No.
- (2) His / Her Status :  
 a) Designation, if employed in SVNIT :  
 b) Others (Give full details) :
- (3) For whom accommodation is desired :

| Sr. No. | Name | Age | Relationship with applicant | Place from where coming | Nos. of Rooms Required |
|---------|------|-----|-----------------------------|-------------------------|------------------------|
| (1)     |      |     |                             |                         |                        |
| (2)     |      |     |                             |                         |                        |
| (3)     |      |     |                             |                         |                        |
| (4)     |      |     |                             |                         |                        |

- (4) Expected arrival date & Time :  
 Expected departure date & Time
- (5) Purpose of Visit (Give details) : **Officials / Private / Govt. Duty**
- (6) Mention the category of the accommodation :

| A | B | C | D | E |
|---|---|---|---|---|
|   |   |   |   |   |

- (7) Mention amenities (if required):

| Small Hall | Dining hall | Conference hall | Dining+ Conference | Open lawn | Parking lawn |
|------------|-------------|-----------------|--------------------|-----------|--------------|
|            |             |                 |                    |           |              |

- (8) Kindly Tick: **Payment will be done by** (a) Person who made Booking   
 (b) Guest stayed in Guest House

- (9) **Recommended by:**

Date : ... / ... / .....

(Signature of Applicant)

May be allowed / Not allowed  
 as per rules

To,  
 I/c. Guest House.

**Prof. I/c Guest House**

**FOR OFFICE USE ONLY**

Payment Details of Rs. \_\_\_\_\_ /-

**Signature:**