



SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
SARDAR VALLABHBHAI PATEL BHAVAN – GUEST HOUSE
(SVPB – GUEST HOUSE)

REQUISITION FORM FOR THE INSTITUTE GUEST HOUSE

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

Sr. No.	Name	Age	Relationship with applicant	Place from where coming	Nos. of Rooms Required
(i)					
(ii)					
(iii)					
(iv)					

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

A	B		C	D	E
	B1	B2			

- (9). Mention (√) amenities (if required):

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

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

Recommended by:
(Name of Faculty/Staff Member)

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

(Signature of Applicant)

May be Allowed/Not Allowed as per Rules

Officer In-charge (SVPB-Guest House)