



SARDAR VALLABHBHAI NATIONAL INSTITUTE OF TECHNOLOGY, SURAT
SVPB GUEST HOUSE

SVNIT

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)

(*) for booking under category 'C', permission from Director/Registrar as required.

To,
 I/c. Guest House.

May be allowed / Not allowed
 as per rules

Prof. I/c Guest House

Director/Registrar

FOR OFFICE USE ONLY

Payment Details of Rs. _____ /-

Signature: