



**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	5	6
(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) **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:**