



UGC-Human Resource Development Centre
Kumaun University Nainital
REQUISITION FOR GUEST HOUSE ACCOMMODATION



To,
The Director
 UGC-Human Resource Development Centre
 Kumaun University, Nainital (Uttarakhand)

Sir/Madam,

As per my requisition kindly book a room in the Guest House as per details furnished in the form mentioned below:

1. Details of applicant:

Name:	Date:
Department:	Applicant's Signature
Address:	
Contact No:	

2. Name of the Guest: _____

3. Designation of the Guest: _____

4. Address of the Guest: _____

_____ Pin _____

E-mail: _____ Mobile No.: _____

5. Purpose of visit Official/Unofficial: _____
 [For visits related to official academic or departmental work, it is necessary to obtain an endorsement from the Head of Department (HoD) in addition to the official letter issued by Kumaun University.]

6. Purpose of visit : _____ Endorsement by HoD _____

7. Payment by Department/Guest/Applicant: _____

8. No. of Rooms: _____

9. Number of accompanying person(s): _____

10. Arrival Date: _____ Time of arrival (Expected): _____

11. Departure Date: _____ Time of departure (Expected): _____

- NOT**
- KINDLY FILL ALL THE COLUMNS. Incomplete forms will not be processed.
 - The official check-out time is 10:00 AM. If the guest fails to check out at the designated time, they will be responsible for covering the charges for that day.
 - Please note that room allocation will be based on availability.
 - Extra bed is not available
 - Please send this form via email to hrdcnainital@gmail.com

(For Official use)

Remarks: _____

Particular	Duration		Duration	
	From 01 May to 30 June		From 03 Jan. to 30 April	
	From 01 Oct. to 15 Nov.		From 01 July to 30 Sep.	
	From 23 Dec. to 02 Jan		From 16 Nov. to 22 Dec.	
	Official in ₹	Un-Official in ₹	Official in ₹	Un-Official in ₹
Panchachuli Guest House Deluxe Room	1500/-	2000/-	1000/-	1500/-
Panchachuli Guest House Semi-Deluxe Room	1200/-	1500/-	800/-	1000/-
Trishul Guest House Standard Room	800/-	1200/-	600/-	700/-