



REQUISITION FOR GUEST HOUSE ACCOMMODATION

To,
The Director
UGC-MMTTC
Kumaun University, Nainital (Uttarakhand)

Sir/Madam,

As per my requisition kindly book room(s) in the Guest as per details furnished in the form mentioned below:

1. Name of the Guest: _____
2. Designation of the Guest: _____
3. Address of the Guest: _____
_____ Pin _____
- E-mail: _____ Mobile No.: _____
4. Official/Unofficial: _____ (For official category purpose of visit and endorsement by HoD is required)
5. Purpose of visit : _____ Endorsement by HoD _____
6. No. of Rooms: _____
7. Number of accompanying person(s): _____
8. Duration of stay: From _____ to _____
9. Payment by Department/Guest/Applicant: _____
10. Arrival Date: _____ Time of arrival (Expected): _____
11. Departure Date: _____ Time of departure (Expected): _____

Details of applicant:

Date:	Name:
Signature of applicant	Department:
	Address:
	Contact No:

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- Kindly fill all the columns. Incomplete forms will not be processed.
- CHECK OUT TIME is 10.00 AM. In the event that guest does not check out at official check out time, guest will be responsible to pay for the day.)
- Room allocation will be based on availability
- Extra bed is not available.

(For Official Use)

Remarks: _____



UGC-Malaviya Mission Teacher Training Centre Kumaun University, Nainital

Room Type	Season		Off-Season	
	01 May to 30 June		03 Jan. to 30 April	
	01 Oct. to 15 Nov.		01 July to 30 Sep.	
	23 Dec. to 02 Jan		16 Nov. to 22 Dec.	
	Official	Non-Official	Official	Non-Official
Panchachuli Guest House Super-Deluxe Room	3000/-	3500/-	2500/-	3000/-
Panchachuli Guest House Deluxe Room	2000/-	2500/-	1500/-	2000/-
Panchachuli Guest House Semi-Deluxe Room	1000/-	1500/-	800/-	1300/-
Trishul Guest House Ordinary Room	800/-	1200/-	600/-	800/-
Dormitory	100/- per bed (per day)			


Director