



University of Kashmir, Srinagar

Hospitality & Protocol Office

Phone No's:- 01942272215, Ext. 2215 (office), 2216 (Manager)

No. :

Dated :

**PRO to Vice Chancellor
(I/c Hospitality and Protocol)
University of Kashmir
Srinagar**

Sir,

Please reserve accommodation for _____ Guest/s (official/ unofficial) with the particulars given hereunder:-

S. No	Name/ Designation/ Address of the Guest/s	Arrival Date/ Time	Departure Date/ Time	Period of Stay	Purpose of Visit (in detail)	No. of Room Required		Rent / Food to be Paid by Guest/ Deptt.
						Single	Double	

Email ID of HOD:

Email ID of Guest:

Signature of HOD / Officer
With Official Seal

Important Instruction:

- The Requisition forms should be submitted at the H&P office (Zabarwan Guest House).**
- The Requisition for bookings be necessarily made on this format only.
- The Requisition should be made at least one week prior to date of arrival of the guest/s.
- In case the Guest is accompanied with another person /s his/her address and relation with the Guest be intimated against each name.

For Office Use Only

- | | |
|--|---------------------------------|
| 1. Accommodation: - Available / Not Available. | 2. Room No. Allotted _____ |
| 3. Zabarwan / Sheikh Hamza Makhdoom ^{RA} Guest Houses | 4. Category _____ |
| 5. From _____ to _____ | 6. Rent Charges (per day) _____ |
| 7. Total Rent Charges _____ | |

Signature of Dealing Assistant

Signature of Junior Assistant

Accommodation Authorized / Not Authorized

Liaison Officer
(H&P)

Manager
University Guest Houses

PRO to Vice Chancellor
(I/C Hospitality & Protocol)