



ANDHRA UNIVERSITY
PLATINUM JUBILEE GUEST HOUSE
REQUISITION FORM

To
The Dean
Platinum Jubilee Guest House
Andhra University
Visakhapatnam

Date:

Sir,

SUB. : Reservation - Accommodation - Request- Regarding.

I request you to reserve accommodation in PLATINUM JUBILEE GUEST HOUSE as follows [Suit () AC Room () in the Name(s) of _____ in platinum Jubilee Guest House from Date _____ (Ari. Time) _____ to date _____ (Dep. Time) _____. Category of visitor is: University Guest / Official / Personal / Others.

I Request you to reserve accommodation (Seminar Hall-I / Seminar Hall-II / Function Hall / Dinning at Restaurant (only for 150) / other than Restaurant for 200/300/400/500 in the name of _____ Category, University Academic activities / Other Social functions/Marriage Purpose. Category of Visitor is: Official/Guest/Personal/Others.

DECLARATION:

I/We will obey the Andhra University rules and regulations for smooth functioning and maintenance of Guest House :

1. I/We will pay the necessary charges in advance in full through Demand Draft drawn in favor of Platinum Jubilee Guest House.
2. I/We shall abide the Platinum Jubilee Guest House Maintenance Rules.
3. I/We will not misuse accommodation and not indulge in any unlawful activities during my/ours stay.
4. I/We will be personally liable for any damage to PLATINUM JUBILEE GUEST HOUSE property and pay the damage cost on demand.
5. I/we will not claim anything in case the reservation cancelled due to emergency University purpose.
6. I/we will show employment identity card on demand.

Signature:

Yours Sincerely,

Name of others persons through university Employee:

Signature :

Occupation :

Name :

Address:

Designation :

Employment No. :

Address:

Phone No. :

Phone No.

FOR OFFICE USE

The above Accommodation is reserved provisionally under.

- 1) University Guest
- 2) Official
- 3) Employee
- 4) others through Employee

In case of emergency, the reservation will stand cancelled. The reservation will be confirmed on the payment in advance.

Particulars of Payment:
(Payment by Cash or D.D.)

DEAN