

**TEZPUR UNIVERSITY**

(REQUISITION FORM FOR ACCOMODATION IN THE GUEST HOUSE)

- 1. Name of the guest :
- 2. Full Address of the Guest with telephone/Fax No :
  
- 4. The Guest is a : *Officially invited Guest / Parent of Student /TU employee/Close relative of TU employee/ Supplier / Contractor / Others*
  
- 5. Purpose of Visit : Unofficial  
: Official (Pl. specify)
  
- 6. Accommodation is required : Fromí í í í í í í ..toí í í í
  
- 7. No. of seat(s)/room(s) required :
  
- 8. Date & time of leaving :
  
- 9. Charge for accommodation : a) To be paid by the applicant as per rate /  
b) To be paid by guest as per rate /  
c) Free (enclosed a copy of the approval of the Vice-chancellor)
  
- 10. Charge for food : a) To be paid by applicant as per rate /  
b) To be paid by guest as per rate /  
c) To be re-imbursed by TU (enclosed a copy of the approval of the Vice-chancellor)

Signature of the applicant  
Name and address

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**RECOMMENDATION**

Certified that the visit of the guest is official and recommended for his/her/their accommodation in TU guest house.

Signature of Head :  
Department/Section :