

**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 : Semi Private  
: Private  
: Official (Pl. specify).....
6. Accommodation is required : From.....to.....
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 reimbursed by TU  
(enclosed a copy of the approval of the Vice-chancellor)

Signature of the applicant  
Name and address  
Mobile/ Contact No. (Compulsory).....

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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 :