

TEZPUR UNIVERSITY

REQUISITION FORM FOR TEMPORARY ACCOMODATION IN TEZPUR UNIVERSITY HOSTELS

(To be submitted in duplicate: Original shall be submitted to the Warden while Duplicate is to be kept by the Office of DSW)

1. Name of the Guest (*provide separate list if more than one*) : Miss/ Mrs/ Mr
2. Address of the Guest with telephone /Email ID :
3. Identity of the Guest (*indicate appropriate option*) : Parent of Student/relative of TU employee/ Delegates of Seminar/Members of events organized by TU/Any other (please specify)
4. Duration of accommodation required : From (date) to (date)
5. Number of seat(s)/room(s) required :
6. Expected time of reporting :
7. Expected time of checking out :
8. Charge for accommodation (*indicate the appropriate option*) : (a) To be paid by the applicant as per rate
(b) To be paid by guest as per rate
(c) To be paid by organizers of the event as per rate
9. Charge for food, if any : (a) To be paid by applicant as per rate
(b) To be paid by guest as per rate
(c) To be paid by organizers of the event
10. Documents in support of Proof(s) of identity of the Guest(s) (*Warden shall verify this document at the time of allotment*)
11. Choice of Hostel, if any (*in case of no choice, the application shall be routed through the office of the DSW*)
I, and/or my guest(s) am/is/are aware of the rules and regulations of Tezpur University Hostel accommodation and shall abide by all the rules and regulations of Tezpur University hostel accommodation.

Name and Signature of the Applicant: _____

Department /Centre/Cell/Hostel

(Roll No and Room No, in case the applicant is a TU Hostel Boarder): _____

For office use

Room(s)/Seats are available during the period mentioned in the application and may be allotted.

Warden:
Hostel:

* Registrar and Security Officer are to be intimated about the Guest accommodation

The Guest (s) is/are permitted to stay in the _____ Hostel during _____ to _____

DSW/ADSW: