

**PONDICHERRY UNIVERSITY**  
**R. Venkatraman Nagar – Kalapet**  
**Pondicherry – 605014**

**Form to Request the University Guest House Accommodation**

<b>S.NO</b>	<b>INDENT NO</b>	<b>PU/GH/2017-18/</b>  <b>Date:-</b>
<b>01</b>	<b>Name &amp; Designation of the Indentor</b> <b>Phone No/ Mobile No</b>	
<b>02</b>	<b>School /Department /Centre/office</b>	
<b>03</b>	<b>Name (s) of the Guest(s) with designations</b>	1.  2.  3.  4.
<b>04</b>	<b>Purpose of the visit of the Guest(s) with reference copy enclosed</b>	<b>Official / Personal visit</b>
<b>05</b>	<b>Accommodation required in a double Room or a Suite.</b>	1. Double room - Singly occupied 2. Double room - doubly occupied 3. Suite - singly occupied 4. Suite - multiple occupancy
<b>06</b>	<b>From (Date &amp; Time)</b>	<b>To (Date &amp; Time)</b>
<b>07</b>	<b>Will the payment for the occupied rooms will be made by the Guest(s)? If not who will pay the charges Or To which account the room rent will be charged?</b>	<b>Guest /Department</b>
<b>08</b>	<b>Any other information the Indentor would like to give (Boarding, if required please inform in advance with timings)</b>	<b>Breakfast      Lunch      Dinner</b>
<b>09</b>	<b>Signature of the Indentor (with office seal)</b>	

For the use in Guest House Office		
10	Whether rooms are available on the Requested date or not?	Available/Not available.
11	If yes, Room Nos. allotted to the Guests.	1. Name of the Guest: Room No. 2. Name of the Guest: Room No. 3. Name of the Guest: Room No. 4. Name of the Guest: Room No.
12	Any other information	
13	Approval may be given for Indent No.PU/GH/2017/  Registrar	Approved/ Not approved

Charges for Indent No.PU/GH/2017-18/

Dated:

Rs: -----

14	Rooms found in order after the Guest(s) left.	Yes/No.  If No, a detailed report should be given separately by the Guest House Office to the VC's Office.
15	<u>Charges for University/Academic Purposes</u> <u>Double room:</u> Rs.300 per head/Per day <u>Suite:</u> Rs. 1,000 for single occupancy Rs. 1,500 for multiple occupancy	Guest 1: Guest 2: Guest 3: Guest4: Total amount:- Rs. -----
16	Paid by cash/cheque vide To be charged to the account as indicated on page 1 by the Indentor	GH Cash Receipt No. Date:- Amount:- Rs. -----
17	Signature of Manager (GH)	
18	Signature of Assistant Registrar (GH)	

- Note:** (1) Any cash/cheque received must be deposited immediately in the GH Bank (A/c. No. 413264262) within 24 hours unless it is a Bank holiday.  
(2) One copy of the Indent form must be maintained in the Guest House Office by the Manager (GH) for records.  
(3) Accommodation would be provided only on prior booking and subject to availability of rooms and also as per norms.  
(4) Accommodation cannot be claimed as a matter of right.