



BABA GHULAM SHAH BADSHAH UNIVERSITY

RAJOURI (J&K)

Established by Government of Jammu & Kashmir. Recognized by UGC under section 2 (f) and 12 (B)

No. :

Date :

REGISTRAR
BGSB University
Rajouri

Sir,
Please reserve accommodation for _____ Guests (Official/Unofficial) with the particulars given hereunder:

*Guest House : Jammu / Rajouri

S. No.	Name, Designation & Address of the Guest(s)	Arrival Date & Time	Departure Date & Time	Period of Stay	Purpose of Visit (In Detail)	No. of Rooms Required	Rent & Food Charges to be Paid by the Guest

Email Id & Mobile Number of the HoD / Officer :

Email Id & Mobile Number of the Guest :

Signature of HoD / Officer
With Official Seal

Important Instructions:

1. The Requisition forms should be submitted in Office of the Registrar.
2. The requisition for bookings be necessarily made on this format only.
3. The requisition should be made 3 days prior to date of arrival of the Guest(s).
4. In case the Guest is accompanied with another person/s his /her address and relation with the Guest be intimated against each name.

FOR OFFICE USE ONLY

* Accommodation Authorised / Not Authorised

1. Guest House : Rajouri / Jammu
2. Accommodation : Available / Not Available
3. Room No. Allotted : _____
4. Category : Official/Unofficial
5. From _____ to _____
6. Rent Charges(Per day) : _____
7. Total Rent Charges : _____

Signature of the Dealing Assistant

Registrar