



**Jawaharlal Nehru Government Engineering College Sundernagar  
District Mandi (H.P.)**

**Phone No. 01907-267199, e-mail-jngechp@yahoo.co.in**

**REQUISITION FORM FOR BOOKING OF GUEST ROOM**

1. a) Name of Visitor(s): \_\_\_\_\_  
b) Please Tick whichever is applicable:  
I) Departmental/ Other Department Employee  
II) Private/ Un-official  
c) If selected (I), Details of Person making the Booking: Designation and Name of the Department: \_\_\_\_\_  
d) For private/ Un-official, provide Name and Contact number of person/official who has recommended you for Guest Room booking: \_\_\_\_\_  
\_\_\_\_\_  
e) Purpose of Visit: \_\_\_\_\_
2. Postal Address: \_\_\_\_\_
3. Telephone No. : \_\_\_\_\_
4. Email ID: \_\_\_\_\_
5. Expected Check In Date & Time: \_\_\_\_\_
6. Expected Check Out Date & Time: \_\_\_\_\_
7. Number of rooms required: \_\_\_\_\_
8. Number of Persons: \_\_\_\_\_
9. Date of Booking: \_\_\_\_\_
10. Photo Identify provided for booking: Department I-Card/Aadhar/Driving Licence/Voter-ID/ Other

Note: 1. Guest Room Booking Charges as per Directorate of Technical Education Notification No. STV(TE)HC(1)9/90/Reser, Rest House/-8688 dated 01/02/2016:

a) Departmental Employee: Rs. 100/Day/Room

b) Other Department Employee (Govt/Semi Govt. (Officer/Official): Rs. 200/Day/Room

c) Private/ Un-official: Rs. 400/Day/Room

**Signature of Applicant**

***For Office Use only:***

**Total Number of Days:** \_\_\_\_\_ **Total Charges:** \_\_\_\_\_

**Amount Paid in Advance:** \_\_\_\_\_ **Balance:** \_\_\_\_\_

**Verifying Official**

**In-charge Guest Room**

Approved/Not Approved

**Director-cum-Principal**