



### HOSTEL ACCOMMODATION REQUEST FOR EVENTS

(EVENTS: Conferences / Workshops / Symposia / Short Course / Schools and other programmes)

Name(s) of the PI booking accommodation for Visitor(s) / Guest(s)												
Designation(s) of the PI, Department/Centre/School With contact number/email ID, if any												
Purpose of visit (Please detail and enclose a copy of official letter(s), wherever applicable)												
Date & Time of Arrival	____(DD)/____(MM)/____(YY), at: .....(Hrs):....(Mint.)											
Date & Time of Departure	____(DD)/____(MM)/____(YY), at: .....(Hrs):....(Mint.)											
Type of occupancy preferred (Please note that rooms are not furnished)	Single / Double (Please tick.)	No. of rooms/persons	Males:  Females:									
Source of Payment: 1. If Payment is from the Department/Centre / Section, Please Mention the Head of Account 2. If Payment is from the Project, Please Mention the Project No. 3. Self-payment (By the Guest(s))  Request for Hostel Accommodation must reach the HAB Section at least one week before to arrival of the Guest. The indent must be countersigned by the concerned section Dean. Accommodation will be based on room availability and approval only. Guests must plan travel after confirmation from the HAB office only.	Please (✓) Tick the appropriate box(s)  <table border="1" style="margin: auto; text-align: center;"> <tr> <th colspan="3">HAB Charges</th> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> </tr> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </table> Project No/Account Head (in case of 1 and 2): _____			HAB Charges			1	2	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HAB Charges												
1	2	3										
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>										
Remarks, if any:   <div style="text-align: center; border-top: 1px solid black; padding-top: 5px;">             Seal &amp; Signature of the Concerned Dean (associated with the event)           </div>	<div style="text-align: right; margin-top: 20px;">             _____              Signature of the Indenter with date               Name: _____              Designation: _____              Department/Section/Centre: _____              Contact Phone No. _____              E-mail ID: _____           </div>											

#### For official use

<b>Hostel Alloted</b>	Males:	<b>Period</b>	
	Females:		
		From:	To:
<b>Category recommended</b>	Single/ Double/ Multi/ HAB or SA Guest/ Institute Guest		

Office Note:

Approval of the Chairperson, HAB

HoS, Student Affairs  
Date:

Dealing Official  
Date: