

Requisition Form for University Guest House Accommodation

To,

Guest House Manager/Incharge
Pandit Deendayal Upadhyaya
Shekhawati University, Sikar

Dear Sir/Madam,

Please book accommodation for the following Guest(s) with their particulars as given below:

Name of Guest & Designation:			
Address with Mob. No. & Email:			
Purpose of Visit:			
Arrival Date:		Time:	
Departure Date:		Time:	
Type of Room:	VIP Suite ☐ Normal Suite/Room ☐ Dormitory (Non-AC) ☐		
No. of Rooms Required:			

Category of Guest:

University Guest ☐ No Room Charges with Guest (*with the Approved of Hon'ble Vice Chancellor*)
Official Guest ☐ Applicant will have to pay the room charges
Personal Guest ☐ Guest/Applicant will have to pay the applicable charges

Catering Facility Refreshment/Breakfast/Lunch/Dinner
(Tick whatever is/are required with relevant approval)

Name of Applicant/Proposed :
by the Faculty Member/Office
Designation/Deptt. :
Mob. No. :
E-Mail ID :

Signature of the Applicant

* Requisition for booking should be made at least three days prior to the date of arrival of the guest(s)

Approval of Hon'ble Vice Chancellor
(In case of VIP Suite allotment only)

Registrar
PDUSU, Sikar

FOR OFFICE USE

Accommodation : Available/Not Available No. of Rooms :
Accommodation : From : To :
Photo ID Bearing No. : Allotted Room Type :
Rent/Free of Cost : Catering Facility : Yes/No
Arrival Date & Time : Departure Date & Time:
Remarks (if any) :
UTR No. : Date: Paid/Due Amount:

Signature of the care taker

Signature of Manager/Incharge of Guest House

❖ **Room Rent for University Guest House:**

Particulars	Official Charges	Unofficial Charges
VIP Suite (Subject to the approval of the Vice Chancellor)	Rs. 1500/-	Rs.2500/-
Normal Suites/Rooms (With Double Bed)	Rs. 950/-	Rs. 1500/-
Dormitory Room (Per Bed)	Rs. 400/-	Rs. 600/-

* Extra bed will be provided @ 400/- rupees per day.

❖ **Menu for Lunch / Dinner and their Rates:**

Normal Lunch/Dinner	Special Lunch/Dinner	Party Lunch/Dinner
Rs.150/-	Rs.230/-	Rs.275/-
Chapati (With Butter)	Chapati (With Butter)	Chapati (With Butter)/Poori
Sabji (Mixed Veg)	Sabji (Mixed Veg)	Sabji (Mixed Veg)
Plain Rice	Plain Rice	Rice (Jeera Rice/Matar Pulao)
Dal	Dal	Dal
	Paneer Sbji	Butter Paneer Sbji
Salad (Kheera, Tomato, Onion)	Salad (Kheera, Tomato, Onion)	Salad (Kheera, Tomato, Onion)
Achar	Achar	Achar
Papad	Papad	Papad
Dahi	Dahi/Raita	Dahi/Raita
	Sweets	Sweets/Fruits
		Mineral Water

❖ **University Account Details for Payment:**

Beneficiary Name	:	Registrar P D U S University Sikar
Account Number	:	50100499669050
IFSC Code	:	HDFC0005216
Bank Name	:	HDFC Bank
Branch Address	:	Ground Floor, Opp Bioscope Mall, Ranisati Road, Sikar