REQUEST FORM FOR ASHWATHA GUEST HOUSE ACCOMMODATION

S.No	PARTICULARS	DETAILS					
1	Name of student / faculty						
2.	Roll No. / Employee ID						
3.	Mobile No. of student / faculty booking the room						
4	Names of the guests and Relation with the student / faculty	Name				Relationship	
		1.					
		2.					
		3.					
		4.					
5	Address of the guest						
6	Mobile No. of the guest						
7	Purpose of Visit						
8	Charges will be paid by	Guest	Faculty	Student	Student Event / Hostel	SRIC	Institute guest
		(Competent Authority prior sanction letter to be attached in the case of institute guest)					
		Date				Time	
9	Expected arrival						
10	Expected departure						
11	Type of room required	AC room with an attached bathroom		AC room without an attached bathroom		Non-AC room without an attached bathroom	
12.	Charges from May 2024	INR 1500		INR 1000		INR 600	

Terms and Conditions

I hereby undertake to vacate the room in the Ashwatha Guest House before the expiry of the sanctioned period. If I fail to do so, I will be liable to be charged the penalty at the rate of 4 times of the normal charges.

I have read the terms & conditions and these are acceptable for me.

Date_____   Signature of the student / faculty_____

Department _____   Name of the Hostel for students_____

Verified the relationship of the student with guests	Not verified the relationship of the student with guests	Approved AC room with an attached bathroom	Approved AC room without an attached bathroom	Approved Non-AC room without an attached bathroom	Not Approved

Hostel Warden Signature for Students   **Warden or PIC of Guest House / Chief Warden**

Note: This application should be submitted at least 48 hours before the expected arrival of the guest for approval at hostel administration office. Students should submit the form after getting respective hostel warden's signature. Wardens should verify the relationship of the student with the guests using any official documents / aadhar cards.