



Requisition Form for Guest House Accommodation

IGH – International Guest House
GH – Guest House

Date:

1. Guest/Training Program/Invitee guest of University/School _____
2. Name of Guest:- _____
3. Address:- _____
4. Mobile No. _____ E-mail ID:- _____
5. Telephone No:- _____
6. Purpose of Stay University Work / personal / Others _____
7. Stay Period From: _____ To:- _____ Total days:- _____
8. Recommendation by Dy. Registrar/Director/Dean:- _____
Date:- _____ **Signature of Guest** _____

Recommended for :- Suite Room /Guest House/Deluxe Room (Single / Double)

GUEST HOUSE [GH]	Rates	No. of Days	Total Amount
Guest House	Rs.2000	x _____	= Rs. _____
Studio Apartment	Rs.3000	x _____	= Rs. _____

INTERNATIONAL GUEST HOUSE [IGH]

Deluxe Room Single Occupancy	Rs.2000	x _____	= Rs. _____
Deluxe Room Double Occupancy	Rs.3000	x _____	= Rs. _____
Twin Bed Room Double Occupancy	Rs.3500	x _____	= Rs. _____
Suit Room or Executive Room	Rs.4500	x _____	= Rs. _____

The Above Rates are Exclusive of GST.

Payment to be done By:- Guest/University/School/Centre: _____

Date:- _____ Signature of Recommender _____

Permitted/Not Permitted

Signature of Campus Director _____

For Office Use Only

Amount Received in advance (if any) Rs: _____

Net Amount Received Rs:- _____

Receipt No. _____ Date:- _____

Booking

(IGH) Signature of General Manager _____

Mail ID: igh@nfsu.ac.in

(GH) Signature of Estate Manager _____

Mail ID: rajiv.bhatia@nfsu.ac.in

Signature of Dy. Registrar (Admin) _____

“Annexure – A”

➤ **The Guest House Accommodation Charges (for Guest House):**

- Studio Appartment @ Rs.3000/- per person + GST (AS APPLICABLE)
- Guest House @ Rs.2000/- per person + GST (AS APPLICABLE)

➤ **The Guest House Accommodation Charges (for International Guest House):**

- Single Occupancy Deluxe Room @ Rs.2000 + GST (AS APPLICABLE)
- Double Occupancy Deluxe Room @ Rs.3000 + GST (AS APPLICABLE)
- Double Occupancy Twin Bed Room @ Rs.3500 + GST (AS APPLICABLE)
- Suite Room or Executive Room @ Rs. 4500 + GST (AS APPLICABLE)

ALL THE ABOVE CHARGES ARE WITHOUT FOOD.