



Indian Institute of Technology Guwahati

Guwahati - 781 039

REQUEST FOR **GUEST HOUSE** ACCOMMODATION

(FOR USE BY STUDENTS FOR THEIR PARENTS/ LEGAL GUARDIANS)

Note:- Request for Guest House accommodation – (a) must be submitted to Students' Affairs Section atleast 3 (three) working days before the arrival of the guest, (b) For other than parents/legal guardians/outstation spouse, the same must be endorsed in writing / via e-mail by parents/legal guardians,(c)* for more than 3 (three) nights /1 (one) room, must be accompanied by proper justification in writing and consideration of the same will be at the discretion of the Competent Authority, as subject to availability of rooms, one room is considered for accommodation of student's parents/legal guardian/outstation spouse for a maximum of 3 nights at semi official rate.

For official use

Room(s) allotted	Room No(s).
Period	From to
Category recommended	Official / Semi-official / Semi-private / Private / Licence-fee-payee / Institute Guest

Office Note:

Approval of the Competent Authority

Signature of authorized office staff

Date: _____