

Administration Branch,  
University of Jaffna,  
Jaffna.

Date : 2019/03/19

Care Taker,  
Jaffna University Guest House,Colombo,  
Matha Road,  
Narahenpitiya.

Accommodation Facility - Jaffna University Guest House,Colombo.

I hereby give approval to the following officer to stay at the Colombo Guset House,the details of which are given below. Please allow the officer to stay at Guest House.

Name	Designation	NIC NO	From	To	Amount
Dilshan	Colombo	64464656	2016.02.02	2016.03.12	5000

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Deputy Registrar / Administration

## Dear Guest/Occupants

- 01). Please handover the approval letter issued by the Deputy Registrar Administration to the care taker.
- 02). Please enter the details at your stay at Guest house as per details requested by the Administration in the Guest / occupants Register by daily filly and signing it.
- 03). The staff members are hearby informed that it will be taken as your consent to deduct thee rent charges for stay as per details provide by you in the format recover from your salary.
- 04). Drivers are requested stay only at the Driver's room.Hiring vehicle drivers as not entitle to stay at the driver's room. However bed is available at the driver's room.He can stay with the approval of the care taker.
- 05). Staff are requested to stay or sleep in the rooms only.

Rental Charges	Per head per day
Guest invited by the University	Free of charge
Visiting staff	Rs 250/=
Staff in the University system	Rs 250/=

People Bank - 162100160000880

In favour of - Bursar,University of Jaffna.