**PDPM**

**Indian Institute Of Information Technology**

**Design & Manufacturing, Jabalpur**

Hall -4 Guest room form

Integrated Requisition Form for **Booking/ Cancellation** of Accommodation

1. **Visitor & Booking Details:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name |  | | Organization |  | |
| Address |  | | Nationality |  | |
| Purpose of Visit |  | |
| Phone/Email |  | | No. of Rooms |  | |
| No. of Persons |  | | Visitor Category \* | A…… B…... C…... | |
| Arrival | | | Departure | | |
| Date : | | Time : | Date : | | Time : |

**\*** Kindly see the item ‘III’ in the ‘Users Norms & Guidelines’

1. **Bill(s) to be settled by:**

|  |
| --- |
| **1.Visitor…….…2.Indenter….......3.Institute/No charges……..…4.Project No .……….** |

1. **Indenter’s Profile:**

|  |  |  |  |
| --- | --- | --- | --- |
| Name |  | Designation |  |
| PF No. |  | Department |  |
| Phone |  | Signature |  |
| E-mail |  |

|  |
| --- |
| **Approved / Not Approved In-Charge HALL -4** |

**For Office Use Only Regn. No:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Status of Booking** | **Confirmed** | **Not Confirmed** | **RAC** |
|  |  |  |
| **Caretaker Administrator-In-Charge** | | | |