**THE LNM INSTITUTE OF INFORMATION TECHNOLOGY, JAIPUR**

**GUEST HOUSE REQUISTION FORM**

1. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Roll No./Designation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Branch/Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Mobile No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Guest Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relation\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Guest Mobile No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. No. of Persons:- Male\_\_\_\_\_\_\_\_Female\_\_\_\_\_\_\_\_Children\_\_\_\_\_\_\_\_Total\_\_\_\_\_\_\_\_\_\_\_\_
6. No. of Rooms Required \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Purpose:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Personal /official / Temporary on Payment)
8. Date of Arrival:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date of Departure:-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- |
| Signature  Date:- | APPROVED/NOT APPROVED  Director/Dean Students Affairs |
| Availability Status  AR-Guest House I/C/ Registrar |