



गाँधी प्रौद्योगिकी स्नातक केन्द्र
भारतीय प्रौद्योगिकी संस्थान
(काशी हिन्दू विश्वविद्यालय)
वाराणसी - 221 005

Gandhi Technology Alumni Centre
INDIAN INSTITUTE OF TECHNOLOGY
(BANARAS HINDU UNIVERSITY)
VARANASI - 221 005

Dated

APPLICATION FOR THE STAY IN GANDHI TECHNOLOGY ALUMNI CENTRE

1. Name of the Guest (In Block letters)
2. i) Designation with full address
- ii) No. of Rooms required
3. Name (s) of persons (s) accompany the guest, if any and relationship with the guest
1.
2.
4. Purpose of Visit
5. Arrival : Date Time
6. Departure : Date Time
7. Duration of Stay (No. of days)
8. Payment by whom (Dept. / Guest)

Dean/Director
(Seal)Head of the Department
(Seal)

Full Signature of the Applicant

Name

Designation with address.....

Ph.No. /Mobile No.....

(Any person who comes for University work for which TA/DA is paid by this University shall be considered as official guest and shall have preference over all others in the matter of allotment of room(s). For this the following certificates from the Dean/Director/Registrar /C.E./Dy. Registrar/ Asstt. Registrar/S.O. is essential)

CERTIFICATE

It is certified that the above mentioned guest(s) has been invited by the University/Department on..... for which TA/DA is to be paid by BHU to attend Official meeting (EC/AC/Viva-Voce and other examinations S. C./B.O.S./ ...Meeting)
Signature of the Dy. Registrar/Asstt. Registrar/S.O., IIT
Name/Institute/Department

Faculty/Institute/Department.....

FOR OFFICE USE ONLY

Received payment of Rs. against Application diary No.
dated

Name of the Guest

Arrival- Date/Time

Departure - Date/ Time

Signature of Recipient

Note :- 1. The advance payment will be forfeited if cancellation is not made 24 hours before.

2. On emergency allotted rooms may be reduced or cancelled.