

Telephone No. : 0542- 2575389, 2307077

S/N



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)

I am responsible for :

1. The conduct of the guest during stay.
2. If he/she fails to make payment of lodging and boarding charges, these charges may be deducted from my salary.
3. The GTAC may not be able to provide accommodation before and after the date and time mentioned against arrival departure column.
4. **On emergency allotted rooms maybe reduced or cancelled.**

Full Signature of the Applicant

Dean/Director/ Head/warden

Name

Designation with address.....

.....

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

(Seal)

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