

**RAJIV GANDHI COLLEGE BHAWAN
PANJAB UNIVERSITY CHANDIGARH**

APPLICATION FORM FOR BOOKING OF ACCOMODATION IN RAJIV GANDHI COLLEGE BHAWAN

1. Name of actual Visitors 1.....
2.....
3.....
2. Phone no. & Address of the visitor
3. Relationship with the applicant
4. Place where accommodation is required
5. Number of room/s required
6. Exact purpose of visit
7. Date/s for which room/s is/are required From To.....
8. Day/days for which room/s is/are required
9. Advance rent paid amount of Rs.....Receipt No.....dt.....
(Original receipt attached)
10. Name of the applicant and Phone No.
11. Name of the Department/College/Institution in which employed

- (i) I hereby undertake the rooms shall be vacated as mentioned at Sr. No. 7 above.
(ii) I shall clear all the dues before handling over the charge of room/s to the University
(iii) I further certify that I would use the room myself or for my personal guest but not for a guest of any marriage party.

Signature of the applicant
Address.....
.....

**Recommend by the Principal/
Head of the Department**

Important Note:

- a) Kindly fill all the particulars; incomplete proforma will not be entertained.
- b) To above insolvencies, kindly get your rooms booked at least one week in advance

For Office Use

Rooms No.is/ are lying vacant in the Rajiv Gandhi College Bhawan which may be allotted to the above applicant of the period to

Dealing official

OS(CDC)