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**SIKKIM UNIVERSITY**

(REQUISTION FORM FOR ACCOMODATION IN THE GUEST HOUSE)

1. Name of the guest :
2. Full Address of the guest :

With telephone/Fax No

1. The guest is a : *Officially invited Guest/SU employee/Close relative*

*of SU employee/Others newly recruited employee*

1. Purpose of visit : *a) Unofficial*

*b) Official (PL specify) ……………………………..*

1. Accommodation is required : *From……………………….to………………*
2. No. of seat (s) rooms(s) required :
3. Date & time of leaving :
4. Charge for accommodation : *a) To be paid by the application as per rate/*

*b) To be Paid by guest as per rate/*

*c) Free (enclosed a copy of the approval of the*

*Vice-Chancellor)*

1. Charge for food : *a) To be paid by applicant as per rate /*

*b) To be paid by guest as per rate/*

*c) To be Re-imbrued by SU (enclosed a copy*

*of the approval of the Vice-Chancellor)*

***Signature of the applicant***

***Name and address :……………………………….***

***……………………………………………………………..***

……………………………………………………………….

*E-mail ID :…………………………………………………………….*

*Contact No :………………………………………*

……………………………………………………………………………………………………………………………………………………

RECOMMENDATION

*Certified that the visit of the guest is official and recommended for his/her/their accommodation in SU guest house.*

Authorized Signatory