Registration of Guests

Name of the Guest:-_____

Home Address:-_____

District:- _____ **State:-**_____ **Pin Code**_____

Country :- _____

Official Address:-_____

Aadhar No.:-_____

Purpose of visit:-_____

Mobile No.:- | | | | | | | | | |

PAN details.:-

_____

Check in _____ **Check out** _____

Other family members/ accompanying persons (if any)

1

2.

3.

4.

Declaration:-

I declare that the details submitted above are true and correct and nothing has been concealed to the best of my knowledge.

Signature

Note:- *Photocopy of Aadhar, ID and office letter of the Institute (if any) to be enclosed.*

For office use only

Accommodation recommend / Not recommended

Payment of Rs._____**/- per head per night charged w.e.f.**_____ **for** _____ **nights. Total payment due Rs.**_____ **(in words Rupees**_____**)**

I/c Guest House

✂--

Payment Details:-

Paid an amount of Rs._____ **towards Guest House/ Hostel account by cash/ cheque / online payment.**

I/c Guest House