

PONDICHERRY UNIVERSITY
R. Venkatraman Nagar – Kalapet
Pondicherry – 605014

Indent Form for Accommodation in the University Guest House-II

Sl. No.	INDENT	No.			
		Date:-			
01	Name & Designation of the Indentor Phone No/ Mobile No				
02	School /Department/Centre/office				
03	Name (s) of the Guest (s) with Designation and Address. (1. Please mention the No. of guests for whom accommodation is required). (2. Please use a separate sheet if space is insufficient).	1.			
		2.			
		3.			
		4.			
04	Purpose of the visit of the Guest(s)	Official/Personal visit			
05	Name of the Seminar/Workshop/Event/ Meeting (Copy of the approval to be enclosed).				
06	Accommodation required in a Double Room or a Suite.	1. Double room - singly occupied 2. Double room - doubly occupied 3. Suite - singly occupied 4. Suite - multiple occupancy			
07	Period of Stay	From (Date & Time)			
		To (Date & Time)			
08	Will the payment for the occupied rooms will be made by the Guest (s).	Yes/No			
09	If not who will pay the charges.	By the Department/By the Indentor/or by Others:_____ (please specify)			
10	If the payment will be made by the Department, whether financial sanction obtained to meet the expenditure (Copy of the sanction to be enclosed).	Yes/No			
11	If yes, under which Head, the room rent will be charged.				
12	Boarding Details (Please tick, if required)	Date	Breakfast	Lunch	Dinner
13	Any other information, the indentor would like to give.				
14	Approval of the Head of the Department/Dean of the respective Schools/University authorities (with seal).				

Date:

Designation

Indentor's Signature

For the use in Guest House-II Office		
15	Whether rooms are available on the requested date.	Available/Not available.
16	If yes, Room Nos. allotted to the Guests.	1. Name of the Guest: Room No. 2. Name of the Guest: Room No. 3. Name of the Guest: Room No. 4. Name of the Guest: Room No.
17	Any other information.	
18	Approval may be given for Indent No. ----- dt.----- REGISTRAR	Approved/ Not approved OFFICER ON SPECIAL DUTY (GH)

Charges for Indent No.-----

Dated:

Rs: -----

19	Rooms found in order after the Guest (s) left.	Yes/No. If No, a detailed report should be given separately by the Guest House Office to the Registrar's Office.
20	Charges: Double Bedded Room: Rs.300/- per head/day (for university purposes) Rs.700/- per head/day (for non-university purposes) Suite: Rs.1,000/- per day for single occupancy (for university/non-university purposes) Rs.1,500/- per day for multiple occupancy (for university purposes) Rs.2,000/- per day for multiple occupancy (for non-university purposes)	Guest 1: Guest 2: Guest 3: Guest 4: Total amount:- Rs.-----
21	Paid by cash/cheque to be charged to the account as indicated on page 1 by the Indentor.	GH Cash Receipt No. Date:- Amount:- Rs.-----
22	Signature of Manager (GH)	
23	Signature of Officer on Special Duty (GH)	

Note: (1) Any cash/cheque received must be deposited immediately in the GH Bank (A/c. No.6659358180) within 24 hours unless it is a Bank holidays.

(2) One copy of the Indent form must be maintained in the Guest House Office by the Manager (GH) for records.

(3) Accommodation would be provided only on prior booking and subject to availability of rooms and also as per norms.

(4) Accommodation cannot be claimed as a matter of right.