

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

