

# Jaypee University of Information Technology, Wagnaghat Solan H.P



## REQUISITION FORM FOR BOOKING OF THE FOLLOWING (PI tick)

SOR  GUEST ROOM

1	<b>NAME OF FACULTY/STAFF &amp; DESIGNATION (Will not be booked in the name of student)</b>			
2	Telephone/Mobile no:			
3	Department			
4	<b>DATE AND TIME FROM (GUEST ROOM REQUIRED)</b>		<b>DATE AND TIME UPTO REQUIRED</b>	
5	<b>TOTAL NUMBER OF GUEST(S):</b> MALE SINGLE <input type="text"/> FEMALE SINGLE <input type="text"/> COUPLE <input type="text"/> CHILDREN ABOVE 5 YEARS <input type="text"/>			
6	<b>RELATIONSHIP OF GUEST WITH REQUISITIONER</b> BLOOD RELATION <input type="text"/> RELATIVE <input type="text"/> FRIEND <input type="text"/>			
7	<b>MEALS REQUIRED</b>			
		<b>DATE</b>	<b>DATE</b>	<b>DATE</b>
	<b>DATE</b>			
	BREAKFAST			
	LUNCH			
	DINNER			
8	Remarks of Administrative Officer		Available/Not Available _____	

\_\_\_\_\_  
Signature of the Requisitioner

\_\_\_\_\_  
Recommended/Not Recommended  
**Registrar**

**Approved/ Not Approved**

\_\_\_\_\_  
**Vice Chancellor**

FOR OFFICE USE ONLY

Request received on \_\_\_\_\_ Time \_\_\_\_\_

**Signature of Administrative Officer**

### Responsibilities/ Distribution

1. Security Guard/Caretaker for opening / Closing as per order date and time.
2. Head House Keeping for Proper Layout/cleanliness of SOR/Guest Rooms all the time
3. Annapurna for Meals (if required)