

**COLLEGE OF ENGINEERING. GOA, FARMAGUDI**

**SUB: REQUISITION FOR GUEST HOUSE**

Sir,

DATE :

The College Guest House / Room(s) may please be made available to

For the period from

Date : \_\_\_\_\_ Hrs \_\_\_\_\_ To Date : \_\_\_\_\_ Hrs \_\_\_\_\_

This stay is in connection with \_\_\_\_\_ Purpose : Official / Private

The charges if any due to breakage / loss and for stay will be paid by

Thanking you,

SIGN OF INDENTOR

NAME :

DEPARTMENT:

AMT TO BE PAID

Rs. \_\_\_\_\_

Accommodation will be made available / regretted.

\_\_\_\_\_  
Sign of in charge

Permitted / Not permitted

\_\_\_\_\_  
Principal

**INSTRUCTIONS:**

1. Requisition for accommodation in College Guest House shall be submitted in duplicate and for official visit it shall come through proper channel.
2. All Requisitions for accommodation in the guest house shall be ~~is~~ at least 1 week in advance
3. The purpose of visit to the college is to be clearly mentioned in the requisition. If the purpose of visit is official than relevant documents is to be attached with the requisition.
4. The college reserves the right to cancel any reservation made without prior notice
5. Category of accommodation and Charges to be paid.

CATEGORY OF ACCOMODATION	PERSON ON DUTY IN CONNECTION WITH COLLEGE WORK	FOR COLLEGE ALUMINI, STUDENTS, GUARDIAN, PARENTS	PRIVATE GUESTS
SINGLE OCCU.	60:00	100.00	150.00
DOUBLE OCCU.	120.00	200.00	300.00