



# University of Kashmir, Srinagar

## Hospitality & Protocol Office

Phone No's:- 01942272215, Ext. 2215 (office), 2216 (Manager)

No. : .....

Dated : .....

**SS to Vice Chancellor  
(I/c Hospitality and Protocol)  
University of Kashmir  
Srinagar**

Sir,

Please reserve accommodation for \_\_\_\_\_ Guest/s (official/ unofficial) with the particulars given hereunder:-

S. No	Name/ Designation/ Address of the Guest/s	Arrival Date/ Time	Departure Date/ Time	Period of Stay	Purpose of Visit (in detail)	No. of Room Required		Rent / Food to be Paid by Guest/ Deptt.
						Single	Double	

Email ID of HOD: .....

Email ID of Guest: .....

Signature of HOD / Officer  
With Official Seal

**Important Instruction:**

- The Requisition forms should be submitted at the H&P office (Zabarwan Guest House).**
- The Requisition for bookings be necessarily made on this format only.
- The Requisition should be made at least one week prior to date of arrival of the guest/s.
- In case the Guest is accompanied with another person /s his/her address and relation with the Guest be intimated against each name.

**For Office Use Only**

- |  |                                 |
|--|---------------------------------|
| 1. Accommodation: - Available / Not Available.                 | 2. Room No. Allotted _____      |
| 3. Zabarwan / Sheikh Hamza Makhdoom <sup>RA</sup> Guest Houses | 4. Category _____               |
| 5. From _____ to _____   | 6. Rent Charges (per day) _____ |
| 7. Total Rent Charges _____                                    |                                 |

Signature of Dealing Assistant

Signature of Junior Assistant

Accommodation Authorized / Not Authorized

Liaison Officer  
(H&P)

Manager  
University Guest Houses

SS to Vice Chancellor  
(I/C Hospitality & Protocol)