

**APPLICATION FOR THE BOOKING OF THE UNIVERSITY GUEST HOUSE (BALYGUNGE/
SALT LAKE)**

	<u>GUEST DETAILS</u>	
1	Name:	
2	Designation:	
3	Email :	
4	Phone No:	
5	Identity Card No:	
	(Aadhar Card/ Voter Card/ Passport)	
6	(Details of accompanying person(s) to be attached if any)	
7	Purpose of Visit:	
8	Date of Arrival in Kolkata:	
9	Date of departure from Kolkata:	
10	Preference of Campus:	
11	Check in Date:	
12	Check out Date:	
13	Recommended by:	
	<u>ROOM TYPE: (please tick)</u>	Rate chart attached in the adjacent page
	Single-	
	Double bedded-	
	Dormitory-	
*** Payment to be made through SBI Collect after getting the confirmation email from the relevant section		<u>RESTRICTIONS:</u> * Reservations are subject to rooms availability *Twin Sharing rooms shall be allotted subject to availability *Reservation will not be made for incomplete details in this form
*** The form should be forwarded (electronically/ physically) through Faculty Members/ Officers of any University/ School/College, Government/ Public Sector Officers, Bank Managers, Health Officers and persons who are liable to forward any application submitting towards Government Offices with proper Name, Designation, Seal and Mobile No of the signing authority, without which the form may be treated as cancelled.		
<u>FOR OFFICE USE ONLY:</u>		
	<u>Payment Details</u>	
	Total Amount: Rs.	
	Payment Method	
	Online transfer through SBI Collect	
	<u>Booking Confirmation:</u>	
	Booking ID:	
	Confirmation email will be sent to the provided email id	