SHAHEED BHAGAT SINGH STATE TECHNICAL CAMPUS, FEROZEPUR

Guest House Booking Form

1) Name of Visitor: …….
2) Designation: …….
3) Department: …….
4) Postal Address: …….
   …….
5) Mobile No. : ……
6) Expected Arrival Date: ……
7) Expected Departure Date: ……
8) Number of room required: ……..
9) Number of Person(s): ……..
10) Purpose of stay: ……..

11) Detail of Person making booking
   i) Name: ……
   ii) Designation: ……
   iii) Mobile No. : ……

12) Applicable charges
   a) **Official Guest :** *(Approved by Director)* **: Free**
   b) Guest of Employee/Parents of Student : **Rs. 500/- per day per Bed Room**
   (Endorsed by Faculty/staff) **Rs. 650/- Per day for Drawing Room**

   c) External Guest : **Rs. 700/- per day per Room**
   (Endorsed by Faculty/staff)
13) Charges to be paid by a) Guest b) Employee

Room available/ Not available

(Gurpreet Singh)
In-charge Guest House **(Sign. Of Faculty/ Staff)** **(Sign. of Applicant)**
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Approved/Not Approved Room Allotted/Not Allotted

Director **(Daljit Kaur)**
(For Official Guest only) **Officer In-charge, Guest House**