



JAWAHARLAL NEHRU UNIVERSITY

Requisition for Guest House Accommodation

Request for : Aravali Gomti Aravali International

Accommodation : Single Double Suite Non AC AC

1. Name of the Guest : Prof./Dr./Mr./Mrs. : 2. Age :

3. Designation/Address :

4. Name(s) of person(s) accompanying the Guest Relationship with the Guest Age

i) Relationship with the Guest Age

ii) Relationship with the Guest Age

iii) Relationship with the Guest Age

5. Category of the Guest : Complimentary* Officials* Others

* Complimentary : No Rent	Visiting team from UGC & HRD Ministry in relation to University's academic programs, and NDA officers Visiting JNU for signing degrees.
* Official : Half Rates	Guest who come to attend Viva-Voce/EC/AC/Court Meeting/FC/Meeting of the Board of Studies of Schools/Selection Committees etc.

6. Accommodation required : From to

Arrival Time Departure Time :

Certificate by requisitioner: The guest is personally known to me and I am responsible for his/her conduct. If he/she fails to make payment of lodging/boarding charges, the same may be deducted from my salary.

Signature : Name / Designation : Phone :

Certificate for Complimentary / Half-rate accommodation : It is certified that the above mentioned guest has been invited by the University/School/Centre on to attend for which TA/DA to the guest is to be paid by JNU.

Signature of DEAN/DR/DFO/AR/AO (with official seal)

FOR OFFICE USE

Received an

Advance payment Rs. Receipt No./Date : Signature (Booking Incharge)

RULES GOVERNING THE STAY OF THE GUEST IN THE GUEST ISSUES

1. The room rent for stay in the Guest houses will be as follows :

	Aravali		Gomti		
	International	Normal	Official	Normal	Official
Non AC Single	-	400.00	200.00	-	-
Non AC Double	-	600.00	300.00	600.00	300.00
AC Single	-	500.00	250.00	-	-
AC Double	800.00	800.00	400.00	800.00	400.00
Suite	1062.00	-	-	-	-

* Cooler/Blower Charges Rs. 100/- per room per day

2. The Guest will pay rental charges for period of booking even if the room allotted to him/her remains vacant because of his/her late arrival.
3. When the extension of stay has not been allowed, the stay of person beyond the approved period will be treated as unauthorised, and the specified clauses would apply.
4. Person using the University Guest House will pay for the damages caused by them to the building or furniture or fixtures or any other property of the University during his/her stay.
5. The Guest may check in at any time. However, for the purpose of accounting, a day means 24 hours from the time of occupation. Fraction of day will be counted as full day.
6. A person suffering from an infectious or a contagious disease shall not be allowed to stay in the Guest House.
7. Guest house accommodation should be provided to official guest on first priority, resource persons/participants of Seminar/Conferences/Workshops/Symposia being organised by JNU will have second priority for accommodation, provided such requests are made atleast three months in advance. Guest of the faculty/staff coming for personal work will have last priority and booking will not be entertained before one month of the date from which accommodation is required.
8. Request for non-official bookings be confirmed in advance on deposit of Rs. 100/- per room in cash. If cancellation is made 7 days before the expected time of arrival of the guest, full refund will be made, otherwise the advance made be forfeited.
9. Reservation/ Booking of accommodation in the Guest House shall not confer on the allottees any right of tenancy of the premises and the University shall have the right to get the rooms vacated at any time without giving any notice assigning any reason in case of unauthorised stay/over stay.
10. The Guest House will be under the administrative control of officer/Incharge, so appointed by the Vice-Chancellor. The guest is expected to maintain harmony and good behavior during his/her stay.
11. No unauthorised person shall be allowed to stay in the Guest House.
12. The Use of alcoholic drinks in the guest house is prohibited.
13. AC rooms will be given if these are available and extension of the room will also be given on the availability of the room.
14. The University shall not be responsible for any loss or damage to a person or the property of any occupant, during his/her stay in the Guest House.
15. Application forms without official seal will not be accepted.
16. Aravali International Guest House does not entertain Complimentary/official guests.