



Doon University, Dehradun

GUEST HOUSE REQUISITION FORM

Purpose - (Official/Personal)			
Name of the faculty/Employee			
School/Department			
Name/s of the Guest/s			
Category of guest (Pl refer the table below)			
Address/contact of Guest			
Person accompanying with the guest			
Number/type (VIP/Normal) of room/s required			
Date and time of Arrival		Date and time of Departure	
If official, please specify purpose of visit of Guest			

Signature of Faculty/staff
(In case of official seal and sign)

approving authority

Forwarded by HoD

Note: Please handover this form to Caretaker, Faculty Lodge who shall allot the room/s as per availability and shall confirm the reservation of Room/s. As per the Office order No. 520/177-R/DU/2012 dated 19 August 2017 rates for Guest House facilities for various categories are as follows:

S.no.	Category	Rates in Rs.
1	Experts/Examiners invited to the University for DRC, Viva-voce, Guest Lecture, to attend the meeting of EC/AC/FC/AAC/ Court and to attend the meeting of the committee constituted by Hon'ble V.C.	Free of Cost
2	Guest House for Academicians invited in some academic programme in Dehradun by some Government Agency (proof required at the time of booking)	1000/ per day for AC Room 500/ per day for non AC Room
3	Guest House for Staff and their Guest (Only Blood Relations)	1000/ per day for AC Room 500/ per day for non AC Room
4	For other guests (ordinary acquaintances) of University staff	1500/ per day for AC Room 800/ per day for non AC Room
5	Guest House required by outside agencies duly approved by the Vice Chancellor	1500/ per day for AC Room 800/ per day for non AC Room