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 : Free *(Endorsed by Director)*
    b) Guest of Employee/Parents of Student : Rs. 350/- per day per Room *(Endorsed by Faculty/staff)*
    c) External Guest : Rs. 700/- per day per Room *(Endorsed by Faculty/staff)*
13) Charges to be paid by a) Guest b) Employee

Approved/Not Approved

Director **(Sign. Of Faculty/ Staff)** **(Sign. of Applicant)**
(For Official Guest only)

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Room Allotted/Not Allotted Room available/ Not available

(Daljit Kaur)
Officer In-charge
Guest House

(Gurpreet Singh)
In-charge
Guest House

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Receipt No. ……. Date…… Amount ……

(In-charge Guest House) **(Attendant Guest House)**

Note: 1)Form is available at College website and Guest House Attendant.
2) In holiday applicant/employee can send form through e-mail at (amitoj01@gmail.com) or whatsapp at 9417341351 and submit hard copy in next working day.