



Saramati Post Graduate Men's Hostel
University of Delhi South Campus
Benito Juarez Road, New Delhi-110021, India

Phone: 11- 24111955, 24112231

Email: saramati@south.du.ac.in

Guest House Booking Form

A. Details of the visitor(s):

1. Name of visitor(s):.....
2. Designation:.....
3. Purpose of visit:.....
4. Postal address & contact details:.....
.....
.....
5. Expected date/time of arrival:.....
6. Expected date/time departure:.....
7. Settlement of the bills by (Tick one): **(a) Guest** **(b) Requesting authority**

B. Details of the booking/requesting authority:

1. Name:.....
2. Designation:.....
3. Department/College:.....
4. Mobile no.....
5. Email:.....

Signature/Seal of the booking/requesting authority with date

For Office use only

1. Status of the availability during the requested period: **(a) Yes** **(b) No**
2. Total estimated amount (in Rs.):
3. Payment Receipt No.:.....
4. Any other comment(s):.....

Signature of office assistant with date

Approval

Resident Tutor

Warden

Provost

Note: For any additional information please refer hostel information bulletin or contact hostel office