



SREE SANKARACHARYA UNIVERSITY OF SANSKRIT

Requisition for Guest House Accommodation

Accommodation : Single Bed Double Bed Three Bed

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)

ii)

iii)

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

* **Complimentary** : Visiting team from UGC & NAAC and invited guests in relation to University's academic and administrative purpose.
 No Rent

* **Official** : Guest who come to attend Viva-Voce/Syndicate meeting/SFC/Academic Council/ Meeting of the Board fo Studies, Selection Committees and such guests as declared by the VC.
 60% Rates

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/ official-rate accommodation : It is certified that the above mentioned guest has been invited by the University/Dept./Centre on to attend.....for which TA/DA to the guest is to be paid by SSUS.

Signature of Registrar (with official seal)

FOR OFFICE USE

Received an Advance payment Rs.....Receipt No./Date :

.....

Signature (Booking Officer)

RULES GOVERNING THE STAY OF THE GUEST IN THE FACULTY GUEST HOUSE

1. The room rent for stay in the Faculty Guest Houses will be as follows:-

	Normal	Official
AC Single bed	400	240
AC Double bed	700	420
AC Three bed	900	540

2. The person who book the room will pay the full rent in advance for the full period even if the room remains vacant due to the guest's late arrival.
3. When the extension of stay has not been allowed, the guest has to vacate the room in time. The stay of person beyond the approved period will be treated as unauthorized, and the specified clauses in the U.O. No.3566/Est/SSUS/2013 dated 06.04.2018 would apply.
4. Persons 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 allotted check in 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. Non-official booking such as Resource persons/participants of Seminar/Conference/Workshops/Symposia being organized by SSUS will have second priority for accommodation, provided such requests are made at least two 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. Reservation/Booking of accommodation in the Guest House for non-official purpose 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.
9. The guest is expected to maintain harmony and good behavior during his/her stay. The use of alcoholic drinks and smoking in the guest house is prohibited.
- 10.No unauthorized person shall be allowed to stay in the Guest House.
- 11.Guests are advised to keep their belongings safe. The University shall not be responsible for any loss or damage to the person or property.
- 12.Application forms without office seal will not be accepted.