

International Hostels, Anna University, Chennai – 25.

Application Form for Allotment of Rooms

(Fill the form with Capital Letters)

Name of the Applicant : Telephone No. Off. :
(in Block Letters) Res. :

Intercom No. :

Designation :

Department / Address : Cell No. :

Name, Address and

Designation of the Guest : _____

: _____

Mobile No. : _____

Purpose of visit* :

(*Recommendations of HOD/Director /
Dean is essential if purpose of visit is official)

Probable Date and time of Arrival :

No. of Rooms / Facilities required in the International Hostels :

Type of Room (Air –conditioned)	Rent Amount per day per person	Proposed period of stay (Date)		No. of persons	Total No. of Days	Total Amount to be paid
		From	To			
Deluxe	Rs.1000/-					
Ordinary	Rs.500/-					

Payment / Advance payment by :

Online Transfer only (UPI / NEFT)

Amount: Rs. Dated:

Rent Payable: by the Department / by the guest at the time of arrival

Date:

Signature of the Applicant

Signature of HOD / Director / Dean

For Office Use only

Availability of Rooms : Yes / No Room No. Allotted :

Receipt No. & Dt.

Amount Paid

Asst

Manager

Executive Warden