



JORHAT ENGINEERING COLLEGE

(REQUISITION FORM FOR ACCOMODATION IN THE GUEST HOUSE)

1	Name of the guest	:
2	Full Address of the Guest with telephone/Fax No	:
3	The Guest is a	: <i>Officially invited Guest / Guardians/Parents of Students, JEC employees, Close relatives of JEC employees/ Others</i>
4	Purpose of Visit	: Unofficial : Official (Pl. specify)
5	Accommodation is required	: From.....to.....
6	No. of seat(s)/room(s) required	:
7	Date & time of leaving	:
8	Charge for accommodation	a) To be paid by the applicant as per rate / b) To be paid by guest as per rate / c) Free (approval of the Principal required)
9	Charge for food	a) To be paid by the applicant as per rate / b) To be paid by guest as per rate c) To be reimbursed by JEC (approval of the Principal required)
<u>Signature of the applicant</u> Name and address		

FOR OFFICIAL GUEST	
RECOMMENDATION	APPROVAL
Certified that the visit of the guest is official and recommended for his/her/their accommodation in JEC guest house.	<p style="text-align: center; margin: 0;">Approved / Not Approved</p> <p>Charge of accommodation / food of the Guest will be exempted/ reimbursed / not reimbursed by Jorhat Engineering College.</p>
Signature of Head/ incharge : Department :	Signature of the Principal :