

BRCM Education Society, Bahal

REQUISITION FOR GUEST HOUSE

Date: _____ Name of Institution: **BRCM COLLEGE OF ENGG. & TECH**

Name of the Guest : _____ . Designation _____

Full Address: _____

Arrival at Campus (Date & Time): Date _____ Time _____

Departure from Campus (Date & Time): Date _____ Time _____

No. of persons accompanying him/her _____

Whether dine in Mess: _____

Room required: AC / Non AC (Note: AC Room will be allotted depending on availability)

Purpose of visit: _____

Special instructions, if any _____

Signature of Applicant

Signature of Head

FOR OFFICE USE ONLY

Room Allotted At: Vadanta Guest House Swastik Sadan Hostels Other

Room No. _____

In-Charge, Guest House

Approved / Not Approved

Director

For Mess Manager

The above named guest will dine in the Mess. Kindly do the needful to provide meal in VIP Dining Hall / Staff Dining Hall and made necessary entry in register.

Director