



COOCH BEHAR PANCHANAN BARMA UNIVERSITY

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Dr. Abdul Kader Safily
REGISTRAR

Ref. No.: F86.V1/ REG/1115-18

Date: 11.08.2018

NOTIFICATION

It is hereby notified for general information to all concerned (Officers and Teachers) that as directed by the Hon'ble Vice-Chancellor, Cooch Behar Panchanan Barma University, **no booking are to be made at local hotels** by the Teachers/Officers of Cooch Behar Panchanan Barma University for Official Guest/Resource Persons/Members of different Committees coming to Cooch Behar Panchanan Barma University for attending Seminars/Workshops/Conferences/Meetings etc. as the University Guest House is ready for accommodating guests.

The charges for accommodation at local hotels, if not approved by the Hon'ble Vice-Chancellor prior to the booking made, **shall not be borne by Cooch Behar Panchanan Barma University.**

All the applications for booking of local guest house should be made to the office, ^{of} the undersigned well ahead in written and the **Application Format** for booking of the guest house is in the official Website of the University.

AK
Registrar
Registrar

**Cooch Behar
Panchanan Barma University.**
In communication to:

1. Office of the Hon'ble Vice-Chancellor, Cooch Behar Panchanan Barma University.
2. Office of the Finance Officer, Cooch Behar Panchanan Barma University.
3. Office of the Controller of Examinations, Cooch Behar Panchanan Barma University.
4. All Departmental Heads/Co-ordinators with all colleagues, Cooch Behar Panchanan Barma University.
5. University Library, Cooch Behar Panchanan Barma University.
6. Mr. Tanmay Dutta, is requested to upload the notice in the University Website.
7. Guard File

Registrar



GUEST HOUSE BOOKING FORM

COOCH BEHAR PANCHANAN BARMA UNIVERSITY
Vivekananda Street, Cooch Behar- 736101.

To
The Registrar,
Cooch Behar Panchanan Barma University,
Vivekananda Street, Cooch Behar – 736101.

For Cooch Behar Guest House (Please Tick):

For Kolkata Camp Office (Please Tick):

Sir/Madam,

Please book accommodation for the following Guest(s) with their particulars as given below:-

S.No.	Name, Designation & Address of the Guest with Mail ID & Mobile No.	Purpose of Visit (Official/Private)	Arrival Date/Time	Departure Date/Time	Period of stay	No. of rooms required (Single Occupant/ Double Occupant)	Rent/Food charges to be paid by Guest/Dept./ recommending Official
1.							
2.							
3.							
4.							
5.							
Relationship of accompanying guest(s) to be specified (if any)							

I/We know the guest(s) personally and recommend him/her/them for allotment of accommodation in case of availability.

Signatures of HOD/Faculty/Officer/Concerned
With official seal

Important Instruction:

Requisition for booking should be made on the above prescribed form and at least one week prior to the date of arrival of the guest(s) and the same should be submitted to the office of the Registrar, Cooch Behar Panchanan Barma University accordingly.

FOR OFFICE USE

- Accommodation: Available/not Available
- Cooch Behar Guest House/Kolkata Camp Office
- From-----To-----
- Room No. allotted -----
- Category of Guest -----
- Rent charges (per day)-----
- Total Room Rent-----

Signatures of the Registrar