



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