

**BABASAHEB BHIMRAO AMBEDKAR UNIVERSITY
VIDYA VIHAR, RAEBARELI ROAD, LUCKNOW**

GUEST HOUSE

Dated: _____

**UNIVERSITY/OFFICIAL/SEMI-OFFICIAL/PERSONNEL GUEST
APPLICATION FOR THE STAY IN THE UNIVERSITY GUEST HOUSE**

01. Name of the Guest (In the Block Letters) _____
02. Designation with full address _____
03. Name of person(s) accompanying the guest _____
04. Purpose of visit _____
05. Date and Time of arrival _____
06. Date and Time of departure _____
07. Duration of Stay (No. of days) _____
08. Detail of date-wise schedule of Boarding facility required:

Date	No. of Breakfast	No. of Lunch	No. of Dinner	Remarks, If any

I am responsible for: (Semi- Official/Personnel Guest)

1. The conduct of the guest during stay.
2. If he/she fails to make payment of lodging and boarding charges, these charge may be deducted from my salary.

CERTIFICATE

It is certified that the above mentioned guest has been invited by the University/Department after approval of C.A. on _____ for which T.A./D.A. is to be paid by BBAU to attend meeting (E.C./A.C./Via-Voice and other examination works)S.C./B.O.S. _____ meeting.

Dean/Head/Co-ordinator/Section Head
(SEAL)

Full Signature
Name _____
Designation _____
Deptt./Section _____

FOR UNIVERSITY GUEST/OFFICIAL GUEST ONLY

Signature of the
Registrar/C.E./Dy.Registrar/S.O.
Name with Designation _____

FOR OFFICE USE ONLY

Received payment of Rs. _____ against application diary/bill No. _____ dated _____

Signature of Recipient