

GOVERNMENT COLLEGE OF ENGINEERING, JALGAON

APPLICATION FORM FOR GUEST

- 1 Name of the guest :
- 2 Full Address of the Guest :
with contact no.
- 3 The Guest is a : Officially invited Guest /Officer for non officially work/
Guardians/Parents of Student
- 4 Purpose of Visit : Unofficial / Official (Pl. specify)
.....
- 5 Date & time of Arrival & leaving :
- 6 Accommodation is required (Duration) : From.....to.....
- 7 No. of person / room(s) required :
- 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)

Signature of the Applicant
Name and Designation :

Sr.No.	Room Types	Officer coming for official work	Officer coming for non official work	Private person
1	VIP Suit	Rs.200/day/person	Rs.300/day/person	Rs.1000/day/person
2	Ordinary suit	Rs.100/day/person	Rs.200/day/person	Rs.750/day/person

FOR OFFICIAL USE	
RECOMMENDATION	APPROVAL
Certified that the visit of the guest is official and recommended for his/her/their accommodation in GCOE Jalgaon guest house.	Approved / Not Approved Charge of accommodation Govt. Engineering College Jalgaon.
Signature of Head/ incharge : Department :	Signature of the Principal :