



Shradhanand Teachers Guest House
Maharshi Dayanand Saraswati University, Ajmer - 305009

E-Mail : mdsuguesthouse@gmail.com(Ph.No.0145-2970602)

Requisition for Booking of Accommodation

1. Name of Visitor -----
2. Designation -----
3. Postal address -----

4. Mobile No -----(E-Mail)-----
5. Expected arrival Date----- Time -----
6. Expected departure Date----- Time -----
7. Category Proposed A / B * (as per annex. given at the back)
8. Purpose of Visit -----
(If official specify details)
8. No of Persons -----
9. Type of accommodation (1) AC Room (2) Non AC Room (3) AC Suites
10. Payment Mode (1) Direct By Guest (2) By UnderSigned/Booking Person

Signature

10. Person making the booking/Verifying the purpose:

- Name:-----
- Designation and Department -----
- Mobile No----- (E-Mail)-----
- Date:

Signature

11. Recommendations by the concerning authority as per category.

Signature

Room Charges: Guest House

Type of Accommodation	Charges per Person	Authority to allow	Payment Mode
1. Ac Special VVIP/ VIP Suite (Room no. 5)	-	Hon'ble VC	As per Instructions
2. AC Suites (Room no. 4, 104, 105)	400/- per person + 10% Service Charges	Hon'bleVC/ Registrar / OIC guest house.	Advance Payment By individual.
3. A.C. Double Bedded Room	250/- per person + 10% Service Charges	Registrar / OIC guest house.	Advance Payment By individual.
4. Non A.C Double Bedded Room.	150/- per person + 10% Service Charges	OIC guest house / Manager guest house	Advance Payment By individual.

If Booking form is being sent through mail than please upload ID proofs also and confirm the booking on above landline Phone no. between 11.00 to 3.00pm. Uploading form is not confirmation of booking.

Categories of Guest:

Category	Eligibility
Cat 'A'	Person invited by MDSU/Coming for university purpose duly authorized by Registrar/HOD/Director or OIC (as per University guest house rules)
Cat 'B'	Personal visit (as per University guest house rules)

- 1 For Block Booking (more than three rooms) i.e. for conference/short term courses etc. 50% payment to be made at least two weeks in advance and permission of Hon'ble VC/Registrar is required.
- 2 Charges for one day shall be levied if rooms are not occupied/remains unutilized after booking.
- 3 **AC special VVIP suite and AC suite** will be provided to the Guests with prior permission of Hon'ble Vice Chancellor.
- 4 Normally a booking in the GH can be made for a period of 3 Days which can be extended upto a maximum period of 7 and beyond that period with the approval of the competent authority.
- 5 The management of the Guest House may at its discretion, cancel a booking or offer another type of accommodation e.g. a bed or twin sharing basis instead of a full room, depending on availability of accommodation.
- 6 Guests are advised not to leave valuables in the room while they are away. The Guest house is not responsible for loss, theft or damage of articles belonging to the guests.
- 7 Check out timings 24 hrs.