

**POSTGRADUATE INSTITUTE OF AGRICULTURE
GUEST HOUSE
APPLICATION FOR RESERVATION ROOMS**

1. Details of the Applicant

- a) Name of Applicant: _____
 b) Designation: _____
 c) Board of Study/ Faculty / University/ Other/: _____
 d) National Identity Card/Passport No: _____
 e) Address: _____
 f) Tel Nos. Office: _____ Mobile: _____ Res: _____

02. Details of the visitor/s

a)	Name/s	Type of visitor Local/ Foreign	Relationship to applicant	ID / Passport No
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

b) Details of Arrival & Departure:

<u>Date of Arrival</u>	<u>Time</u>	<u>Date of Departure</u>	<u>Time</u>
_____	_____	_____	_____

- c) Purpose of the Visit: _____
 d) Number of days required: _____
 e) Numbers of rooms required: _____

I hereby certify that the information provided are true & correct.

Date: _____

Signature of Applicant

For official use only

Availability of Rooms: _____

Recommended

Approved by

Deputy/Asst. Registrar

Director/Deputy Registrar

Instructions:

- Please check from the PGIA officer whether rooms are available, before making the applications.
- Application form should be submitted in triplicate at least 03 days before the visitor comes in to occupation.
- Approval of the Director / Asst. Registrar, of the PGIA Should be obtained before the visitor comes in to occupation
- Charges:
 - Rs. 600/= per single occupancy,900/= per Double occupancy in a room only for a members of the Board of Management, Teaching Panel, Board of Study & Examination Committee of PGIA.
 - Spouse any other visitor will be charged Rs. 2000/= per single occupancy 2500/= per double occupancy
 - Rs. 4000/= per single occupancy 5000/= per double occupancy for foreign visitors.
 - Rs. 3500/= for Lobby
 - Payment should be made in advance to the Senior Asst. Bursar/ PGIA and the duplicate receipt should be produced to the Asst. Registrar/PGIA along with the application.
 - only two occupants are allowed in a room
 - Children under 10 are allowed free of charges.

**Note: Payment should be made to the Shroff of the PGIA or Peoples bank PGIA account
No: 057-1-001-3-1338027**