

**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:**

- 1 Please check from the PGIA officer whether rooms are available, before making the applications.
- 2 Application form should be submitted in triplicate at least 03 days before the visitor comes in to occupation.
- 3 Approval of the Director / Asst. Registrar, of the PGIA Should be obtained before the visitor comes in to occupation
- 4 Charges:
  - Rs. 500/= per single occupancy,750/= 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. 1250/= per single occupancy 1500/= per double occupancy
  - Rs. 3500/= per single occupancy 4500/= per double occupancy for foreign visitors.
  - Rs. 2500/= 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**

**CHECKLIST FOR ALL REQUIRED DOCUMENTS**

1. COMPLETED APPLICATION FORM

2. RECEIPT OF THE RELEVANT PAYMENT