



# APPLICATION FOR TEMPORARY ALLOTMENT OF GUEST ROOM IN MARRIED HOSTEL, IIT ROORKEE

## REQUISITION FORM

Chief Warden  
Married Hostel  
Indian Institute of Technology Roorkee  
Roorkee-247667

Purpose of Visit :		
Date of Arrival & Time		
Date of Departure & Time		
Number of required rooms		

Sir,

My parents / spouse/real brother/ real sister is/are visiting IIT Roorkee. It is, therefore, requested that I may please be allotted a room in Married Hostel for the above period. The particulars of my parents/spouse/ real brother/ real sister is/ are given, below: -

Sl. No.	Name of the Parents/Spouse	Full Address with Mobile. No.	Relationship	Age
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....

### Note:

1. Consuming Alcohol is prohibited in the Guest room.
2. Check- Out Time 12.00 pm (after 12 P.M. one-day extra charge will be charged).
3. Charges of room @ Rs. 700.00 per Day + GST applicable.
4. Cancellation/non occupancy charge will be applicable.

I hereby undertake full responsibility for the above and all the above information given by me are correct and true. In case, any information is found wrong or the accommodation is used in any wrong manner, I shall stand liable to meet any punishment given by the DOSW/authorities or as per the Institute rules in-force or decided by the authorities. It is also clarified that only the persons as detailed above will stay in the hostel. **I shall pay the usual charges in advance.**

Yours faithfully,

Full Signature :-.....

Full Name:- .....

Class:- ..... Deptt:- .....

Room No:- ..... Bhawan:- .....

Mobile No. ....

Enrollment No:- .....

For office use only

Please tick ☒ :-

Approved

Not Approved

Guest Room No. Allotted: .....

Receipt No. .... Date: ..... Amount: .....

Care Taker, Married Hostel

Chief Warden, Married Hostel