



# SHRI VISHWAKARMA SKILL UNIVERSITY

(State University enacted under the Government of Haryana Act 25, 2016)

## Performa for Reservation of Room(s) in University Guest House / Transit Accommodation

The In-Charge  
Guest House & Transit Accommodation  
Shri Vishwakarma Skill University, Dudhola, Palwal

❖ Please book accommodation for the following guest(s) with their particulars as given below:

SR. NO	NAME OF GUEST(S)	DESIGNATION	ARRIVAL DATE&TIME	DEPARTURE DATE & TIME	PURPOSE OF VISIT / STAY	GOVT. ISSUED ADDRESS ID NUMBER (MANDATORY)

**Note:** - If the stay of guest is expected to extend beyond above mentioned dates, a fresh approval form needs to be submitted in advance.

❖ Name of premises where accommodation is needed (Guest House / Transit Accommodation) – Please Tick One

Category of booking -:

❖ **(Free boarding / lodging will be given to the guest(s) for Sr.No A/B /C only) - (Please Tick One)**

- Any guest(s) allowed to be treated as University Guest(s) by the Vice Chancellor.
- Members of the Court, Executive Council, Academic Council, Finance Committee, Establishment Committee, Selection Committee, Board of Studies, Audit Committee, NAAC Officials, B&WC while on Official visit / Meeting to SVSU.
- Currently Serving Vice Chancellor(s) and Registrar(s) of the State/Central Universities during official visit.
- SVSU Staff exigency stay due to University events / programs will be provided free lodging only.

❖ **(Per Night Lodging charges at Guest House / Transit Accommodation for the Guest(s) – (Please Tick One)**

- |   |          |
|---|----------|
| E. SVSU Staff & their family members  | Rs.500   |
| F. Haryana / Central Govt.Employees   | Rs.600   |
| G. Guest(s) coming for Official programs / events / Workshops / Research Scholars | Rs.700   |
| H. For Guest(s) not covered above   | Rs. 1000 |
| I. Day use room - For official stay (Maximum for 06 hours stay)                   | Rs. 300  |
| J. VIP Suite – Allocation by approvals of Vice-chancellor only                    | Rs. 2500 |
| K. Dining hall rentals -  | Rs. 2500 |

**Stay indent by concerned indenting department / office**

Name ..... Date .....

Sign ..... Signature of Intender / Guest

**Approval of the W/Registrar -**



**For Office Use**

1. Accommodation - Available / Not Available .....
2. Room No. Allotted .....
3. Check-in & Check-out .....
4. No. Of nights stayed .....
5. Category of Guest .....
6. No. Of Guest(s) .....
7. Total Tariff collected .....
8. Transaction ID .....
9. Payment Mode .....
10. Any Special remarks .....
11. Register Sr.No .....

**Guest House Official**

**General Terms & Conditions**

1. Duly filled-in application form should be submitted before Five (05) days from the date of booking. The stay tariffs mentioned are per night & per room charges with GST extra as applicable.
2. Once a room will be allocated then the occupant must pay the entire stay tariffs in advance. In case the amount is not paid by the guest, the entire amount needs to be paid by the Intender official / department.
3. All the dues must be cleared at the time of check-out by the guest and key must be handed over to the dealing official on the duty. In the event of loss of keys, the lost key charges (Rs.200) shall be recovered from the guest/intender at the time of Check-out.
4. No booking(s) will be allowed for more than Ten (10) days in a month, except under special circumstances with prior approval of the Vice-Chancellor.
5. Maximum 02 Guests occupancy allowed in a room. **(Extra Bed Charges – Rs 200)**
6. Check-in time is 12.00 Noon Check-out time is 11.00 AM.
7. Above mentioned tariffs includes the stay charges only, catering and other food charges to be paid as per actual consumption directly to the canteen.
8. Meals will not be served in the rooms. Menu of the food will be pre-decided
9. Payment of stay charges to be made directly in the University account / QR code. No cash will be accepted / or to be paid to the staff.
10. Valuables should be kept under safe custody. The Guest House / University will not be responsible for any loss / damage.
11. The Vice Chancellor / Registrar is competent to cancel any allotment in case of any exigency requiring such steps.
12. The Vice-Chancellor/ Registrar reserve the right to inspect/order of inspection of any room at any time without notice.
13. The Vice-Chancellor may, wherever considers necessary, waive off the lodging/or boarding charges in addition to exceptions provided in these rules.
14. The booking will be purely provisional and subject to availability of Rooms/Services.
15. Smoking or use of liquor in any form is completely banned in the University campus.
16. No explosives / arms / inflammable articles / and pets shall be allowed within the University premises.

**Responsibilities of Applicant/forwarding Official**

All the facilities in Guest House / Transit Accommodation are necessarily for official purpose only. The indenters are advised not to book rooms for personal purposes of the visitors in view of the resource crunch as well as security hazards. By filling up the requisition form for allotment of rooms, the applicant shall be treated to have accepted to abide by all the rules /policies and take personal responsibility for the genuineness and behavioral issues.