



**INDIAN INSTITUTE OF INFORMATION TECHNOLOGY UNA  
HIMACHAL PRADESH**

An Institute of National Importance under MoE

**Saloh, Una-177209**

Website: [www.iiitu.ac.in](http://www.iiitu.ac.in)

Date: \_\_\_\_\_

**GUEST HOUSE REQUEST FORM**

1. Name of Guest : \_\_\_\_\_
2. Affiliation of Guest : \_\_\_\_\_
3. Purpose of Visit : \_\_\_\_\_
4. Inviting School/Department : \_\_\_\_\_
5. Date of Arrival in GH : \_\_\_\_\_ Time of Arrival : \_\_\_\_\_
6. Date of Departure in GH : \_\_\_\_\_ Time of Departure : \_\_\_\_\_
7. Duration of Stay : \_\_\_\_\_
8. Meal Requirement

Date	Breakfast	Lunch	Dinner	Mess Allotted

9. If personal, details of : \_\_\_\_\_  
Payment of charges

Payment Category	Date of Payment	Bank	Transaction Number	Amount	Is proof of payment attached

10. If official, attach approval of : \_\_\_\_\_  
Competent authority

**Signature of Indentor**

**REGISTRAR**

**DIRECTOR**

**FOR ESTATE OFFICE USE**

- Room No. Allotted : \_\_\_\_\_  
Number of Days/Nights : \_\_\_\_\_  
Amount Collected, if any : \_\_\_\_\_

**AEE (CIVIL)**