

**APPLICATION FOR TEMPORARY ALLOTMENT OF GUEST ROOM IN  
INSTITUTE GUEST HOUSE**

To,

**FOR IITR STUDENTS ONLY**

**Prof.In-charge, Guest House  
Indian Institute of Technology Roorkee  
Roorkee-247667**

**Through: Dean of Students' Welfare**

Sir,

Purpose of Visit :		
Type of room required A.C./Non A.C in KIH/TOH/N.C.NIGAM		
No of room required		
Date of Arrival & Time		
Date of Departure & Time		

My parents / spouse is/are visiting Roorkee. It is, therefore, requested that I may please be allotted a room/rooms in Institute Guest House for the above period. The particulars of my parents/spouse are given, below:-

<u>Sl. No.</u>	<u>Name of the Parents/Spouse</u>	<u>Full Address with Mobile. No.</u>	<u>Relationship</u>	<u>Age</u>
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....

**Check- Out Time 2.00 pm**

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 to be false or the accommodation is used in any wrong manner, I shall stand liable to 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./ Non occupancy charges if any**

Yours faithfully,

Forwarded  
He/She is a resident of  
Room No. ....

Chief Warden

.....Bhawan

Full Signature .....

Full Name.....

Class.....Deptt.....Year.....

Room No..... Bhawan.....

Mobile No. ....

Enrollment No.....

IITR EMAIL ID .....

Forwarded for allotment to the above student, if available, on advance payment of usual charges

**DEAN OF STUDENTS WELFARE**