



UNIVERSITY OF JAFFNA General Administration Branch

Application for Accommodation at Colombo Guest House

1. Name of the applicant
2. Position / Designation of the applicant
3. Department
4. Employee No.
5. NIC No.
6. Contact No
7. Purpose of Visit (*Tick the appropriate one*)

- a. Official with duty leave and subsistence allowance ☐
- b. Other purpose with duty leave only ☐
- c. Private Purpose ☐

8. Name/ Names of persons occupying:

SN	Name with Initials	Position / Relationship	Employee ID if applicable
1			
2			
3			

9. Period of stay: From : Check in Time :
- To : Check out Time :
- No. of days requested:

Terms and Conditions on providing accommodation:

- Guest Priority and booking policy:

- a. Priority for accommodation will be given to staff members on official duty.
- b. Advance bookings for **private accommodations** will not be entertained to ensure availability for official use.
- c. Submission of supporting documentation is mandatory for official applications. Applications without the required proof will be classified as private.

PTO

• **Rental Charges:**

a. For staff on official duty (with duty leave and subsistence allowance):

- Charge: **Rs. 200/- per day**
- Applicable only to staff members who provide valid documentation supporting their official duty assignment directly related to university work.

b. For staff and other individuals on private or other purposes:

- Charge: **Rs. 1000/- per day**
- Individuals who fail to submit valid documentation supporting “official duty with duty leave and subsistence” will also be charged under this category.

I accept the above terms and conditions and **give my consent to deduct the Recovery Possession from my salary** being payment for accommodation charges of the University Guest House

Date

.....
Signature of the applicant

Recommendation of the Head of the Department

Recommended / Not Recommended

Date:

Signature of Head:

Request for the Guest House is Approved / Not Approved

Date

.....
Senior Assistant Registrar / General Administration

To : Senior Assistant Registrar / General Administration

Accommodation : Provided / Not Provided :

No. of days stayed :

Charges for the period of stay :

.....
Subject Clerk / Person In charge

Charges approved for deduction:

Date

.....
Senior Assistant Registrar / General Administration