



GENERAL ADMINISTRATION, UNIVERSITY OF JAFFNA

Requisition Form for Guest House Reservation

- 1. Name of the applicant
- 2. Position / Designation of the applicant
- 3. Department
- 4. Contact No
- 5. Guest house Colombo Guest house Jaffna
 Guest house Ariviyal Nagar Guest House Vavuniya Campus
- 6. Purpose of Visit (**pl. select the category**):-----
 I. Guests invited by the University (Please attached the relevant document)
 II. Visiting staff (Please attached the relevant document)
 III. Staff in the University system IV. Private -Single Family
 V, Staff on official duty VI. Others -----

7. Name/ Names of persons occupying:

SN	Name with Initials	Position	Address / Contact No
1			
2			
3			
4			

8. Period of stay From To..... No of days.....

I give my consent to deduct the Recovery Possession from my salary being payment for accommodation charges of the University of University guest house

Date -----

.....
Signature of applicant
(Rubberstamp if any)

Office use only

➤ No of Rooms	Total	<input type="text"/>	Available	<input type="text"/>
➤ No of Bed	Total	<input type="text"/>	Available	<input type="text"/>

Reserved for accommodate on the request

Room -No

Bed-No

.....
Subject Clerk / In-charge

Approved / Not Approved -----

Deputy Registrar

Deputy Registrar
General Administration

The following staffs were stayed at the Guesthouse for the periods.

SN	Name of the Staff	Duration of stayed		
		From	To	No of Days
1				
2				
3				
4				
5				

.....
Signature of the Guesthouse Care taker

(The applicant is kindly requested to undertake paying rental charges of occupant if applicable)

Mode of Payment- **Rental charges**

- Shroff counter Finance Branch or
- Bank People Bank
Account No: 162100160000880)
In favor of Bursar, University of Jaffna

Please the Rental charges for Colombo/ Jaffna Guest houses

	Category	Rate		Category	Rate
1	Guests invited by the University	Free of Charge	3	Staff in the University system	Rs.750/- per head per day
2	Visiting staff / staff on official duty	Rs.250/- per head per day	4	Others	Rs.1000/- per head per day

Note - (E Code Chapter XX)

- First priority will be given for official duty
- The maximum period of occupation when these guest house / bungalow on in demand will be one week.
- The guest house/ bungalow will be not available for occupation more than one month for special reason the approval of the Vice Chancellor /Registrar.