



MAULANA AZAD NATIONAL URDU UNIVERSITY

(A Central University established by an Act of Parliament in 1998)

Gachibowli, Hyderabad- 500 032

The Registrar

Maulana Azad National Urdu University
Hyderabad- 500 032

Date:

REQUISITION FOR ACCOMMADATION IN THE GUEST HOUSE

1. **Name & Designation of the Guest(s)** :
2. **Address & Phone No. (Office)** :
3. **Address & Phone No.** :
Mobile No. & e-mail ID :
4. **Purpose of Visit** :
5. **Type of Accommodation and number of rooms required** :
1. Single Room
2. Double Room
3. Suite
6. **Charges will be paid by** :
a. The Guest (s)
b. The Sponsor
c. The University
7. **Date and time of arrival** :
8. **Date and time of departure** :
9. **Name and Designation of the Sponsor/ Sponsoring Department** :
10. **Signature of the Sponsor** :
11. **Signature of the Head of the Dept/Centre** :

Note: All guests upon arrival will have to submit a photo ID proof.

(FOR OFFICE USE ONLY)

1. **Accommodation** : Available / Not Available
2. **Category** :
3. **Room No(s) Allotted** :
4. **No. of Days** :

Manager, Guest House

In-Charge Guest House