

**Tamil Nadu Agricultural University**  
**Guest House Room Booking Inventory**  
**PRO unit**

Name & Designation :

Contact No :

Department :

Name of the Guest :

No of persons :

Type of visit : Official / Personal

If official (purpose) :

If personal (purpose) :

Date : From \_\_\_\_\_ to \_\_\_\_\_

Guest House : \_\_\_\_\_

(Teachers Hostel / New Teachers Hostel / North House)

Room rent paid by : (i) Department: \_\_\_\_\_

(Cash / Credit bill)

(ii) Individual: \_\_\_\_\_

Signature

**This format must be adhered to.**

- ❖ No credit bills will be given below Rs. 1,000/-
- ❖ Only cash bills will be given up to Rs. 1,000/-.
- ❖ Smoking & consumption of alcohol inside the room and University premises is strictly prohibited.