

TAMIL NADU AGRICULTURAL UNIVERSITY
GUEST ROOM BOOKING FORM

Name of the applicant, designation & Address விண்ணப்பதாரர் பெயர், பதவி மற்றும் முகவரி		:				
Phone No. of applicant விண்ணப்பதாரரின் தொலைபேசி எண்		:				
Name(s) of the guest தங்கும் நபர்(கள்) பெயர்		:				
No. of persons தங்கும் நபர்களின் எண்ணிக்கை		:				
Date(s) & Time of visit வருகை பதிவு நாட்கள் / நேரம்		:	From	To		
Reason / purpose of visit (Exact reason) வருகை: குறிப்பிட்ட காரணம்		:				
Guest House (Tick)	Non A/C	:	Teachers Hostel	WTC	Alumni Hostel	New Teachers Hostel
	A/C	:	New Teachers Hostel		North House	
Signature of the applicant விண்ணப்பதாரர் கையொப்பம்		:				
Room rent paid by (Tick)		:	Recommending office		Individual visitor	

Care taker name / விடுதி காப்பாளர் பெயர்

Check In / வருகை	
Check Out / புறப்பாடு	

Signature and Seal of recommending Officer

FOR OFFICE USE

Type of stay / visit approved	:	Tariff code
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Approving Officer

INSTRUCTIONS / GUIDELINES

1. The TNAU staff on official duty are requested to:
 - i. Send the accommodation request in prescribed form (download from pro@tnau.ac.in) through official e-mail of the Department / Station / College, citing specific reason of visit to pro@tnau.ac.in (or)
 - ii. Bring the guest house accommodation request form in original with signature and seal of Head of working station / Department (or)
 - iii. Bring a request letter with signature and seal of the respective officer indicating clearly the name of the visitor, date, specific purpose of visit and type of accommodation (A/c or non A/c) and guest house preferred.
 - iv. The **exact / specific purpose of the official visit must be mentioned** and not general statement like discussion / meeting / teaching / audit / office work.
2. Employees on transfer to Coimbatore campus can stay in WTC / Alumni hostel at official rate for a maximum period of two months (with breakup of 2 days a week), upon written permission from Registrar, TNAU.
3. For refreshment, the following are the conditions:
 - i. Only one room, each for ladies and gents will be allotted only in old teacher's hostel. Since only one room is provided, multiple visitors / individuals will be allotted in the same room.
 - ii. Timing of four hours will be strictly followed and any extension of timings is not permitted. In such cases, the staff has to pay the amount for refreshment and submit a new request for accommodation in rooms. The rent already paid for refreshment will not be deducted from the room rent.
4. The heads of office are requested to endorse the accommodation request forms of private organization employees / technical persons attending works in their office. Private persons without any work in TNAU Coimbatore campus will not be given accommodation.
5. The accommodation request form of PG students / Ph. D scholars on visit to TNAU for academic related activities (except study tour) need to be endorsed only by the Head of the Department. The students should produce their ID card along with the permission letter.
6. For individual / personal request, kindly send only one accommodation request, either by e-mail (pro@tnau.ac.in) or hard copy **directly to PRO Unit**. Avoid sending duplicate copies to Registrar / SO (P&PR) / both by e-mail and hard copy / both in person and through office.

7. All rooms are double bedded. No individual can claim single occupancy in a double room, even if other rooms are vacant. Paying rent for two persons to stay single in a room is also not allowed.
8. The guest houses will be closed between 11.00 a.m and 5.00 a.m for occupancy. However TNAU staff on official duty are exempted.