



INDIAN INSTITUTE OF TECHNOLOGY KANPUR

HALL OF RESIDENCE XI

(Ordinary/Attached/Non-Attached Guest room Requisition Form)

E-mail : hall11@iitk.ac.in Phone No. : 0512 - 2594140, 4142

To,
Warden in Charge
Hall of Residence XI
IIT Kanpur - 208016

Date:

Dear Sir,

(Write in CAPITAL letters)

My Parent(s)/ Brother/ Friend/ Others / (Name) :is/are visiting IIT Kanpur (Purpose) from : (date)to (date) fordays.

Contact No.....

Address.....

I therefore request you to kindly grant permission to stay in **Ordinary Room / Attached Guest Room / AC Guest Room / Non-Attached Guest Room.**

I have deposited the approved room charges **online** as applicable in room rent in **A/C No. 34548365570 (Name- Warden Hall XI) IFSC Code-SBIN0001161** before submission of the complete Requisition Form in office. A copy of the receipt is also submitted.

I confirm to the conditions under which I am given guest room. I declare:

1. That I am aware of the rules as per the ordinance and statues and would take care that these are followed by my guests.
2. That shall be responsible for any loss or damage to any hall or institute property and the financial liabilities arising thereof.
3. That shall be responsible for any unacceptable incident caused by the guest.
4. That the above information is correct and I will be held responsible if found otherwise.

NOTE: Please apply at least 1 working day before the accommodation is needed and pay room rent in advance.

Sincerely yours,

(Signature of applicant)

Applicant details (Write in CAPITAL letters)

Department : Room No.:.....

Name:

Mobile No. :

Roll No.:..... Program:

IITK email ID:

For office use

Permission granted for.....days in **Ordinary /Attached / Non-Attached Room No.**

@ Rs.per day. Total Rs.

Bank Refrence No. Dated Receipt No.

(Hall Office)
Hall of Residence-XI

Warden
Hall of Residence-XI