



छात्रावास में अतिथि के प्रवेश की अनुमति हेतु प्रपत्र (FORM FOR PERMISSION OF GUEST ENTRY IN HOSTEL)

**Part - I
(Particulars of the Student)**

Name of Applicant (With Registration No.): _____
Department: _____ Contact No. _____
Hostel & Room Number: _____ ID. Card No.: _____

**Part - II
(Particulars of the Guest)**

Name of Guest: _____ Aadhaar Number: _____ Contact No. _____
Purpose of visit at CUPB: _____ Permanent Address: _____

(Supporting Document should be attached, if visit is official)
Expected Date of Arrival: _____ Scheduled Departure: _____
Relationship with Applicant _____

Signature of Applicant

Signature of Authority

Receipt Number: _____ Date: _____ Amount Paid: _____

Important Instructions:-

1. Copy of Aadhaar & ID Card of the applicant and Aadhaar of the guest (on arrival) must be attached.
2. The guests/acquaintances of the students will be allowed inside the Campus post verifying the details of the guests in presence of Security Personnel by the concerned student at Main Gate (Gate No. 1) only.
3. This form should be submitted by the hostel resident to Hostel Attendant in hostel office well in advance or before 5:00 p.m. No form shall be accepted by hostel staff after 5:00 p.m.
4. The attendant shall present all application forms to the respective authority (in case of stay of 1-3 days Wardens, 4-7 days- Chief Warden, 8 or more – DSW) and get it signed between 5:00 p.m. to 5:30 p.m. every day.
5. After the accordance of permission by respective authority, the entry of the form shall be made in the Entry Register for Guest Entry purpose and form be handed over to the Applicant for deposit of fee with the Accounts Branch.
6. The Guest Room Charges shall be payable at the rate as approved and revised by the University from time to time. The Accounts Branch shall collect the applicable charges on production of this duly authorized form and issue the corresponding receipt.
7. Form with original receipt shall be presented by the candidate to the Security Officer before 5.00 p.m.
8. The Security Personnel may verify the antecedents of the visitor and also check the luggage of visitor for purpose of safety and security.
9. It shall be responsibility of the applicant that no discipline or law and order is breached with the visit of his Guest and **applicant will be responsible for behaviour of his/her guest(s). Smoking, consumption of tobacco/gutkha, alcohol or any other intoxicant is strictly prohibited.**
10. The form shall be kept at the **Hostel Office** in a separate file meant for this purpose only.

Date: _____ Time of Entry: _____ Name/ Signature of Main Gate Security Guard _____