**The Worthy Vice Chancellor,**

Government College University,

Faisalabad.

Subject: **REQUEST FOR ACCOMMODATION AT FOREIGN FACULTY GUEST HOUSE**

Respected Sir,

It is requested to kindly grant permission for the accommodation of below mentioned guest at Foreign Faculty Guest House. Detail is hereunder:-

|  |  |  |
| --- | --- | --- |
| **SR. #** | **DESCRIPTION** | **PARTICULARS** |
| 1 | GUEST NAME |  |
| 2 | CNIC NO. OF THE GUEST |  |
| 3 | DESIGNATION |  |
| 4 | ADDRESS |  |
| 5 | CONTACT NO. |  |
| 6 | PURPOSE OF STAY/VISIT |  |
| 7 | DATE FOR WHICH ROOM(S) IS/ARE REQUIRED | Check-in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check-out \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 8 | TOTAL ROOM(S) REQUIRED |  |
| 9 | TOTAL DURATION OF STAY IN NIGHTS |  |

**Note:**

* Please append all supporting documents with this request, to avoid any inconvenience;
* If number of guests is more than one, please fill separate prescribed proforma and attach with it.

**Requested by**

**Incharge**

Foreign Faculty Guest House,

GC University, Faisalabad.

Approved by

**Worthy Vice Chancellor**

Government College University, Faisalabad

**SEPARATE PRESCRIBED PROFORMA FOR ACCOMMODATION AT FOREIGN FACULTY GUEST HOUSE**

**GUEST NO. 02**

|  |  |  |
| --- | --- | --- |
| **Sr. #** | **DESCRIPTION** | **PARTICULARS** |
| 1 | GUEST NAME |  |
| 2 | CNIC NO. OF THE GUEST |  |
| 3 | DESIGNATION |  |
| 4 | ADDRESS |  |
| 5 | CONTACT NO. |  |

**GUEST No. 03**

|  |  |  |
| --- | --- | --- |
| **Sr. #** | **DESCRIPTION** | **PARTICULARS** |
| 1 | GUEST NAME |  |
| 2 | CNIC NO. OF THE GUEST |  |
| 3 | DESIGNATION |  |
| 4 | ADDRESS |  |
| 5 | CONTACT NO. |  |

**GUEST No. 04**

|  |  |  |
| --- | --- | --- |
| **Sr. #** | **DESCRIPTION** | **PARTICULARS** |
| 1 | GUEST NAME |  |
| 2 | CNIC NO. OF THE GUEST |  |
| 3 | DESIGNATION |  |
| 4 | ADDRESS |  |
| 5 | CONTACT NO. |  |