

**Networking Resource Centre of Chemistry (NRCC) Hostel
School of Chemistry, University of Hyderabad**

Requisition Form for NRCC Hostel Accommodation

1	Indentor's Name & Designation: (should be a Teaching / Non-teaching employee of UoH)				
2	Official Address of the Indentor:				
	E-mail:	University extension No.:	Mobile No:		
3	No. of rooms required	Regular room (R):	Special room (S):		
4	Room	R / S	Name of the Guest	Address of the Guest	Mobile No
	1		Name: Designation /Status: (Faculty/ PhD/ Post Doc/ Student / Family/ others)		
			Name: Designation /Status: (Faculty/ PhD/ Post Doc/ Student / Family/ others)		
	2		Name: Designation /Status: (Faculty/ PhD/ Post Doc/ Student / Family/ others)		
			Name: Designation /Status: (Faculty/ PhD/ Post Doc/ Student / Family/ others)		
	# In case single occupancy room is required, fill only one guest name against the room entry				
5	Duration of stay				
	(a) Arrival	Date:	Time:		
	(b) Departure	Date:	Time:		
6	Purpose of Visit				
7	* Category of the Visitor/Guest (Please tick the appropriate row below)				
	1: NRC / Chemistry Conference visitors (students/PhD/Postdoc)				
	2: Chemistry related research activity students				
	3: Any other PA/PhD/Post Doc fellows (registered with UoH)				
	4: Official visitors of Chemistry / UoH				
5: Any other visitors (family / parents of students and employees)					
8	Bill(s) will be paid by : (Please tick appropriate column) Payment should be in advance at the time of Check-in & non-refundable		GUEST	INDENTOR	
<p>Indentor is responsible for any issues related to the Guest (payments, any emergency health issues raised during the stay at NRCC Hostel e.t.c).</p> <p style="text-align: center;">Indentor's Signature & Stamp Signature & Stamp of the HoD / Dean / Registrar</p> <p>Date :</p>					