



# UNIVERSITY OF THE PUNJAB

CENTRE FOR ADVANCED STUDIES AND RESEARCH

Sir Syed Campus Khanaspur Ayubia

Lahore Ph: 042-99231131, Khanaspur Ph: 0992-359250

## BOOKING FORM

NAME, DESIG. & DEPTT.	
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PHONE:	OFF:	RES:	CELL #:
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BOOKING PERIOD	FROM:	TO:	TOTAL DAYS:
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NO. OF SUIT/S		PAYABLE AMOUNT	RS.
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### IN CASE OF STUDENTS/EMPLOYEES/OTHER TOUR

NO. OF MALE Students/Employees/Others
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NO. OF FEMALE Students/Employees
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Head of the Department

Signature of the Applicant

### FOR OFFICE USE ONLY

Suit No. \_\_\_\_\_ Reserved from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_ days

Barrack No. \_\_\_\_\_ Reserved from \_\_\_\_\_ to \_\_\_\_\_ for \_\_\_\_\_ days

Amount deposited \_\_\_\_\_ Bank Challan No. and Date \_\_\_\_\_

Dealing Person \_\_\_\_\_

Admin. Officer \_\_\_\_\_

**Resident Officer-I**

Terms & Conditions:

1. Reservation will be made on payment and no tentative booking will be allowed.
2. Reservation will be only for 8 days and during the months of June, July and August the reservation will be only for 3 days.
3. The applicants along with their families will stay in the suites. Without family it is not permitted.
4. If reservation is not availed as per request 25% will be deducted from the actual amount paid.
5. Refund application will only be treated which is forwarded two days before the date of commencement of reservation. After the reservation date, refund application will not be entertained.
6. Extra bedding, utensils etc. will be provided on extra payment (Rate list available at Khanasapur).
7. Transfer of any official item from one suite to the other is strictly prohibited.
8. Services of waiters are not available at any cost. Services of the staff is restricted to premises of the Guest House only.
9. Students are advised to bring their own bedding and living necessities.
10. Applicants will be charged for any damage or loss caused by them.
11. i) Family Suite Rs. 500/- per day (only for teachers).  
ii) Side Room Rs. 300/- per day (only for Grade 16 and above)  
iii) Barracks for employees and students (Male Rs. 30/- per day each and Female Rs. 40/- per day each).
12. Booking is non-transferable. In case of family tours of employees, a list of employees duly recommended by the Head of department be attached with the booking form. No outsider is allowed to avail this facility.
13. Electric appliances, electric iron, immersion rod & electric heater are strictly not allowed.
14. Check-in timings will be as under:
  - i. Check-in : after 12.00 (Noon)
  - ii. Check-out : before 12.00 (Noon)