



अखिल भारतीय आयुर्विज्ञान संस्थान पटना

ALL INDIA INSTITUTE OF MEDICAL SCIENCES PATNA

Application for Accommodation in Guest House

Name of the Applicant.....

Designation.....Department/ Unit.....

Dates for room requested: from..... to

Number of rooms..... Number of days

Name of Guest/ Guests (for each room)(1).....

(2).....

(3).....

Designation of Guest.....

Address of Guest.....

.....

City from which arriving.....

Purpose of visit.....

Whether Institute's Guest/ Personal (attach ID proof of the Guest).....

Forwarded/ Recommended by.....

Date.....

(Signature of the applicant)

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- Approved charges will be applicable for rooms & food.
 - Students/ JR/ Group C Staff should get the application forwarded by HoD/ Unit Head/ Faculty of the institute.
 - Suites are reserved for Institute's guest and in exceptional cases would be allotted only after approval of the Director.
 - Charges are waived in cases of institute guest after approval of Director.
 - Persons applying for accommodation for their guest will be responsible for payment of dues, if any.
 - Reservation will be provided after allotment by F/I, Guest Accommodation and Protocol.
 - Reservation may be cancelled, if accommodation are needed by institute for institute's need.
 - Guest have to present their ID proof at the time of arrival.
 - In view of prevailing COVID-19 Pandemic, Guest must produce RT-PCR negative report before occupation.
 - Everyone is respected to follow COVID appropriate behaviours in Guest House premises.
 - Application and all subsequent communication to be made to F/I Guest Accommodation and Protocol at Email ID: guesthouse@aiimspatna.org .