



GUEST PARTICULARS FORM
NEW FACULTY GUEST HOUSE,
MAULANA AZAD MEDICAL COLLEGE (MAMC), 2- B52 MARG,
NEW DELHI - 110002.

1. Name of the Guest- _____
2. Address- _____

3. Mob No/ Email id- _____
4. Nationality : Indian/ Foreign- _____
If not an Indian Citizen, please mention the name of Country- _____
5. ID proof (Aadhar/NEL/Driving License) (Enclose Copy)- _____
Passport number for Foreign Citizen- _____
6. Purpose of Stay- _____
7. Category (Please attach proof): Examiner/Institution Guest/ Trainee/ Faculty or
Participant in Conference, Workshop etc./Others (including relatives of Students)-

8. If booked by Organizers of Academic events etc. (No of rooms required)- _____
9. Date of Arrival- _____ Expected time of check in- _____
10. Bills to be paid by (advance)- _____
11. Date of Departure- _____ Expected Time of checkout - _____
12. Number of days of accommodation required- _____
13. Name & Designation of person Booking the stay- _____
14. Contact no and email of the person booking the stay _____
15. Recommendations of H.O.D. Required/Not Required - _____

Sign & Seal of the HOD

Sign & Seal of the Faculty Incharge, GH

Terms and Conditions of stay

1. The Guest house incharge reserves the right to issue accommodation or cancel accommodation without explanation 2. The keys may be collected by the Guest/ local host/ authorized person from the reception at the time of check in 3. Guest house charges for Examiners/ Official guests of Faculty/ Visitors on duty- 200 Rs/Room/day, Participants of workshops/ Conferences etc/ Non official guests Faculty- Rs 650 for 1 guest and Rs 800 for 2 guests/day Parents of Students/MAMCOS etc Rs 1000/room/day, Foreign Guest- 300 US\$/ day 4. Please see that the payments in full are made in 3 days in advance before departure of the guest 5. No allotment exceeding 3 days except for examiners for MAMC may be permitted The Dean, MAMC at his/her discretion may permit for the extension of stay on a case to case basis

Room Nos Allotted with Dates

Signature of Caretaker _____