

Form for Permission of Guest Entry

Name of Applicant (With Registration Number): _____

Department: _____ Contact Number: _____

Room & Hostel Number: _____ Id Card Number _____

Permanent Address _____

Name of Guest _____ Aadhar/ID Number _____

Permanent Address _____

Purpose of visit at CUPB: _____

(Supporting Document should be attached, if visit is official)

Date of Visit _____ Expected Arrival _____ Scheduled Departure _____

Relationship with Applicant _____

Signature of Applicant

Signature of Authority

Receipt Number: _____ Date..... Amount Paid-----

Important Instructions:

1. Copy of Aadhar or any recognized I. Card of the guest (on arrival) must be produced at the time of entry
2. This form should be submitted by the hostel resident to Hostel Attendant in hostel office well in advance or before 3.00 p.m. No form shall be accepted by hostel staff after 3.00 p.m.
3. The attendant shall present all application forms to the respective authority (in case of stay of 1-3 days- Wardens, 4-7 days- Chief Warden, 8 or more – DSW) and get it signed between 3.00 p.m. to 3.30 p.m. every day.
4. After the accordance of permission by respective authority, the entry of the form shall be made in the Entry Register for Guest Entry purpose and form be handed over to the Applicant for deposit of fee with the Accounts Branch.
5. The Accounts Branch shall deposit the Guest Charges @ 60/- per day on the production of this form duly signed by respective authority and issue the receipt.
6. It shall be the responsibility of the applicant that no discipline or law and order is breached with the visit of his Guest. Use of alcohol or Drug is strictly prohibited.
7. The Form with original receipt shall be verified by the security personnel at the gate at the time of the entry
8. Signature of the Security personnel who have verified the antecedents of the visitor and checked the luggage and frisked the visitor and cross-checked the receipt

Date----- Time of Entry----- Signature -----

9. The form shall be kept at the Security Office in a separate file meant this purpose only.