

OFFICE OF THE MANAGER GUEST HOUSE
UNIVERSITY OF JAMMU

No: -GH/JU/17-18/150-170
Dated: - 15-01-2018

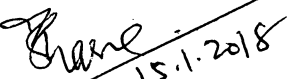
CIRCULAR

It is hereby circulated for the information of all the concerned that due to prior official University bookings, the Guest House shall not be able to accommodate more guests in the Guest House during the period **11/02/2018 to 28/02/2018, especially from 13/2/18 to 18/2/18.** Hence, all the concerned departments are requested not to send any requisition for the said dates.

It may be further intimated that booking requisition on the prescribed form for the guest invited for official assignment duly recommended by Heads/Directors/Rectors would only be considered under official category.

All other booking requisition from faculty member /official of the University would be treated unofficial amounting to different room rent from official category.

The payment of the Guest House with regard to the rent and food bills of respective guests either on personal or official visit may please be made within 15 days after the submission of the bills to facilitate the guest house to settle the accounts.


15.1.2018
Manager
University Guest House

Copy to:-

- 1 Special Secretary to Vice-Chancellor, University of Jammu
- 2 P.A to Registrar, University of Jammu
- 3 P.A to Registrar, University of Kashmir for information
- 4 Sr. P. A to Controller of Examination for information
- 5 All Directors/ Rectors/ Heads of Teaching Departments
- 6 All Branch officers for information
- 7 Office Copy