

APPLICATION FORM FOR THE ACCOMMODATION AT THE UNIVERSITY GUEST
HOUSE

Faculty of Engineering
University of Jaffna

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The vice –Chancellor/The Registrar

1. Name:
2. NIC No. (Essential):
3. Designation:
4. Department:
5. (Basic):
6. Purpose of the Travel:

(Please indicate – Official Duty of the University /seminar, Workshop, conference / Private): training
pro Period of stay Requested:

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Signature

Date

2. Dean Recommended /Not recommended Signature Date Head/Dept. of	3. The Vice –Chancellor/The Registrar Recommended / Not Recommended Signature Date Dean /Faculty of Engineering
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4. Senior Assistant Registrar /administration

- 1.Duty Leave with subsistence Approved/Not approve
2. Accommodation approved /not approved.
3. Issue an entry ticket to the applicant.

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The Vice-Chancellor/The Registrar

Date

Bursar

I give my consent to deduct a sum of Rs.....from my salary
being payment for accommodation charges of the University Guest House .The details are below:

Name and Designation:

Department:

Period of Stay:

Whether Official/Private:

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Signature of applicant

Date