FORM-SW-06

Indian Institute of Technology (Indian School Mines), Dhanbad
International Hostel
(Requisition Form)

Name & Address of the Parents/Gurdians/Visitor.....

……..

Relationship with the students……..

Age/ Gender of visitor ……../……. Institute sponsored/self-sponsored……...

Nationality …… Purpose/ Programme of Visit …… ……...

Designation ..... Department …….....

Institute Id No./ Aadhar Card No. …….....

COVID Vaccination (Yes/No) ……. Dose ……..

Any other infectious disease (Yes/No) …….

If yes what type of disease…….

Contact (Mobile No.) No..... E-mail Id ……

Expected Date & Time of Arrival .....

Expected Date & Time of Departure .....

Undertaking

I (Name)……. (ID no./Admission no.) ……and……..(Mobile no.) undertake that the details given by me is correct in my knowledge. The institute will take appropriate disciplinary action if the information is found false.

Date: **Sign of the Applicant/Student**

For Official Use

Availability of Room: Yes/No

Room No. ……. May be allotted with charges of Rs.500/- per day.

Recommended/Not Recommended

Sign of Caretaker **Sign of Warden**

Approved/ Not Approved

AD(HM)/DSW

Sl. No.	Particulars of Items	Quantity	Receiving Sign of visitors	Remarks
1.	Bed Sheet, Pillow with Cover, Towel Bucket and Mug	01 Each		
2.				Extra items, If any

Sign of Caretaker

Actual Date & Time of Arrival .....

Actual Date & Time of Departure .....

Bill No. ……. Dt. ……. Raised for Payment.

Sign of Caretaker **Sign of Warden**

Payment Details:

Payment Mode (Through) ……

Receipt No. ……. ……. Receipt Date ……..…… Amount (Rs.) ……

Dealing Assistant **AR (SW) / DR (SW)**