



# अखिल भारतीय आयुर्विज्ञान संस्थान पटना

ALL INDIA INSTITUTE OF MEDICAL SCIENCES PATNA

## Application for Accommodation in Guest House

Name of Applicant.....  
Designation.....Department/ Unit.....  
Date for room requested from..... to .....  
Number of rooms.....  
Name of Guest/ Guests (for each room).....  
.....  
Designation (Guest).....  
Address (Guest).....  
.....  
City from which arriving.....  
Purpose of visit.....  
Whether Institute's Guest/ Personal (attach ID proof).....  
Forwarded/ Recommended by.....

(Signature of the applicant)

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- Approved charges will be applicable for room & food.
  - Students/ JR/ Group C Staff should get the application forwarded by HoD/ Unit Head/ Faculty of the institute.
  - Suites are reserved for Institute's guest and in exceptional case would be allotted only after approval of the Director.
  - Charges are waived in cases of institute guest after approval of Director.
  - Persons applying for accommodation for their guest will be responsible for payment of dues, if any.
  - Reservation will be provided after allotment by F/I.
  - Reservation may be cancelled, if accommodation are needed by institute for institute's need.
  - Guest have to present their ID proof at the time arrival.
  - Application and all subsequent communication to be made to F/I Guest Accommodation and Protocol at  
Email ID: [guesthouse@aiimspatna.org](mailto:guesthouse@aiimspatna.org).