



भारतीय सूचना प्रौद्योगिकी संस्थान, इलाहाबाद
Indian Institute of Information Technology, Allahabad
(A University Established under sec. 3 of UGC Act, 1956 vide Notification No. F. 9-4/99-U.3 Dated 4/08/2000 of Govt. of India)

(A Centre of Excellence in IT Established by Govt. of India)

Deoghat, Jhalwa, ALLAHABAD- 211012 (U.P.) INDIA

Ph.: 0532-2922025, 2922000, Fax : 0532-2430006, 2631689; Web : www.iiita.ac.in; E-mail : contact@iiita.ac.in

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Dated :

To,

The Care Taker
Visitors Hostel, Jhalwa Campus,
IIIT-Allahabad

Subject : Accommodation Booking.

Dear Sir,

Please make the following arrangements:

- **Visitor's Name** :
- **Arrival Date & Time** :
- **Departure Date & Time** :
- **Accommodation Type** : **Suite /Double Room/ AC / Non-AC
Single Room / AC / Non-AC**
- **Type of Hospitality** : **VVIP/VIP/Normal**
- **Charges to be Taken** :
 - Fooding only** : **Yes/No**
 - Lodging only** : **Yes/No**
 - Both** : **Yes/No**
- **Purpose** : **Official/Personal**
- **Remarks** :

Yours faithfully,

(DR (M) / DR (F) / DR (E))

Copy to:-

- DR (E) to Hon'ble Director *for his kind information please.*