



EASTERN UNIVERSITY, SRI LANKA

TO BE FILLED DUPLICATE

APPLICATION FOR ACCOMMODATION AT THE GUEST HOUSE IN BATTICALOA / COLOMBO

Name of the Applicant:

Designation:

Department:

No.	Full Name	Designation	N.I.C No	Relationship of Main Occupant	Contact No

No. of Rooms Required:

Reservation Required for:

From: Date: Time: To: Date: Time:

Nature of Duty: Duty / Personal (Please submit the Document if Official)

Note: Your reservation may be cancelled by General Services Division in the unavoidable circumstances. If you wish to cancel your reservation you should inform to the Senior Assistant Registrar / General Services Division at least one day ahead.

Date:

.....
Signature of Applicant

Recommendation of the Head of the Department and Dean of the Faculty.

Date:

.....
Signature of Head

Date:

.....
Signature of Head

FOR OFFICIAL USE

To :
Guest House Keeper, T.P.NO. 011 272 1227 / 077 919 4163
No - 21, P T De Silva Mawatha,
Dehiwela

To :
Guest House Keeper, T.P.NO. 065 2222977
No : 404, Bar Road,
Batticaloa.

Please provide accommodation to the above person/s.