

General guidelines regarding the allotment of rooms in various guest houses of Govind Ballabh Pant University of Agriculture and Technology.

1. Allotment of rooms will be done on the principle of first-come first serve basis.
2. Room allotment can be canceled on emergent situations/ arrival of the VVIPs/ VIPs.
3. Except seminars / symposium / training etc. in the University, the booking of the rooms will be done only two months before.
4. As per availability of the rooms allotment will be done only for a period of three days (Except seminars / symposium / training etc).
5. To avoid any inconvenience, make sure to book the rooms through the e-mail; pantnagarguesthouse@gmail.com or fax (05944-233656). Requests received on orally or telephone will not be considered.
6. In order to avoid any inconvenience please fillup attached format (Annexure-I) and sant in above mail.
7. In case of any urgent situation, the room may also be allotted to the family members (parents and siblings) on written permission of the respected hostel's Warden/ Assistant Hostel warden.
8. Within one working day of receiving e-mail / fax, you will be notified about the acceptance or denial of room booking on your e-mail / telephone. In case of acceptance of booking.

with permission
Chief reception officer