



**KSCSTE – Malabar Botanical Garden and Institute for Plant Sciences**

Guruvayurappan College (P.O.), Kozhikode, Kerala – 673014

Email: malabarbot.garden@gmail.com, Phone: 0495 2430939, Website: www.mbgs.in

**GUEST HOUSE ACCOMODATION REQUEST**

Date:

From :.....  
 Emp. No:..... Designation: .....  
 Address: .....  
 .....  
 Email :.....  
 Contact No:.....

Purpose of Visit	
Official	Personal
Purpose in detail:	

Sl. No.	Name/s of the person/s who require GH accommodation	Designation & Organization	Relationship	Age	Gender
1					
2					
3					
4					
5					
6					

Guest Address:

Ph/Mob No.                      Fax No:                      Email:

Arrival Date	Time in	Departure Date	Time out
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Foreigners need to provide	Country:	Contact No:	Passport No:
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Signature of Applicant / Project Leader

**For Office Use**

Accommodation status: Approved  /Not Approved

Rejected for the reason of: .....

Booking Ref. No:..... Room Allotted: .....

Date:

Guest House-in-Charge

- All the details are mandatory
- Guests are requested to produce ID cards and original request upon arrival at Guest House.
- Incomplete requests will not be entertained.