

SIKKIM MANIPAL UNIVERSITY, 5th MILE TADONG, GANGTOK

APPROVAL SHEET OF GUEST HOUSE
Phone No: 03592-231137, Fax:03592-231496

Name of the Guest (in Block letters)	
Designation	
Company/Outside- SMU/SMIMS/CRH/SMIT	
Full Address	
Telephone No.	Mobile: Office: Residence:
Purpose of visit	Official Private
Description of visit	
Duration of stay	From: to
Accommodation requested From to	Chargeable/Non Chargeable/Backcharge
Pick Up Date:	Chargeable/Non Chargeable/Backcharge
Drop Date:	Chargeable/Non Chargeable/Backcharge
Meals:	Chargeable/Non Chargeable/Backcharge

Head HR-SMIMS & CRH

For Approval:

AIR MARSHAL (RETD.) G.S.JONEJA, VM
DEAN, SMIMS

Copy To:

1. Chief Engineer-SMIMS
2. Mr.Rajesh Prasad-HOUSING IN-CHARGE
3. Finance Department-SMU/SMIMS/CRH.
4. Office Copy