# Guest-Room Booking Form
# Centre for Advanced Research in Sciences (CARS)
# University of Dhaka, Dhaka-1000, Bangladesh

E-mail: cars@du.ac.bd, Fax: +88-02-9667222; Form is available at www.cars.du.ac.bd/services/forms

**Information of the Client** **Application Status: Confirmed**

| | | |
|---|---|---|
| **Client's Name** | : | Prof. Dr. Kazi Matin Uddin Ahmed |
| **Client's Designation** | : | Dean |
| **Office** | : | University of Dhaka |
| **Address** | : | |
| **Contact Number** | : | 01711846840 |
| **Purpose to Stay** | : | 21 February |
| **Guest Arrival Date & Time** | : | 2025-02-20 (14:00:00) |
| **Guest Depature Date & Time** | : | 2025-02-21 (11:00:00) |
| **Requested Number of Rooms** | : | 1 |

**Particulars of Guests**

| SN | Name | National Identity | Address |
|---|---|---|---|
| 1. | Prof. Dr. Kazi Matin Uddin Ahmed | Bangladeshi | Faculty of Earth and Environmental Sciences, DU |

**Submitted on: 2025-02-18**

*Note: Basic conditions and guidelines should be followed by the client and guests (as described in overleaf).*

Agreement:

Singnature of the Client:

Signature of the Officer: Approval by the Director of the CARS

Centre for Advanced Research in Sciences (CARS), University of Dhaka reserves the right to accept or reject any reservation request without stating any reason thereof.

**Basic Conditions and Guidelines:**

1. Teachers/officers of the University of Dhaka can reserve the guestroom as clients for their guests. Other Organizations as clients can also reserve guest room with the prior permission of Vice-Chancellor/Pro-Vice-Chancellor of the University in advance.

2. The guest-room should be reserved generally at least seven days before the guest arrival and the client will pay a minimum one-day rent of the guestroom rent in advance at the bank account of the CARS (**A/C Name: CARS Cafeteria and Gustroom, A/C No: 02 0000 2370864, Branch: Curzon Hall, Agrani Bank Limited** ) and rest of the total bill will be paid in cash/cheque during his/her stay. For special occupancy discount on the bill can be considered with the prior permission of the Honorable Vice-Chancellor or Pro-Vice Chancellor of the University.

3. A prescribed "CARS GUEST-ROOM RESERVATION FORM" should be filled up directly/online and the original Bank Deposit slip should be attached with the Form to the Director's Office of the CARS for approval of the reservation.

4. The client may cancel the reservation by a prior notice to the CARS authority at least 24 hours before the due arrival of the guest if required; otherwise, the deposited money will be forfeited. On the other hand, the authority reserves the right to accept or not accept or cancel the reservation on any reason at any time without any question.

5. The Manager of the CARS Cafeteria & Guest-Room should be informed about the arrival and departure date and time of the guest(s) by the Cafeteria and Guest-room Monitoring Committee.

6. Illicit person is not allowed to stay with the guest in the booked room. Child under ten-years can stay in the room with his/her parent.

7. The guest is required to provide a copy of his/her Identity Card (NID/Passport) and to follow all the health safety guidelines of the University during his/her stay in the guest room. The authority has the right to cancel the booking, if there are any missing information/technical difficulties.

8. The stair case in the eastern side of the building provides entrance to the guestrooms and cafeteria. In view of the security of the laboratories of the centre, entrance through the main gate is restricted.

9. In case of emergency, guest can contact the Cafeteria Manager (phone: 01773995836). The Guest will contact the Principal Administrative Officer (cell phone number: 01700679289) of CARS to get information about availability and facilities of the guest rooms. Booking has to be made within the regular office-hour of the University.

Director of the CARS

Client's Signature (with seal)

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