



**University of Peradeniya
Postgraduate Institute of Agriculture
PGIA SCHOLARS' RESIDENCE
APPLICATION FOR ROOM RESERVATION**



Phone: +94812385994 (residence), +94715263079 (caretaker); Email: pgiaresidence@pgia.pdn.ac.lk
Web: www.pgia.pdn.ac.lk

1. Details of the Applicant

- a) Name of Applicant:
- b) Designation/Position:
- c) Affiliation (Boards of Study/Faculty/University/Other):
- d) National Identity Card/Passport No:
- e) Contact Phone Number: email:
- e) Address:

2. Details of the Guest/s (if different from applicant)

a) Name/s and type of guest/relationship and ID/passport numbers

Name/s of guest	Type of visitor and category of guest*	Relation to applicant	ID No/Passport No

Note: Use L for local visitor and F for foreign visitor; Category may be BOM for Board of Management, TP for Teaching Panel, V for visitor, S for spouse.

b) Reservation Details:

Check-in Date: Check-in Time:
Check-out Date: Check-out Time:
Number of nights: Type of rooms requested: Single/Double
Number of rooms requested:

c) Purpose of the Stay: Academic/Official/Participation in Meeting/Personal/Others

d) Payment Details: Shroff-PGIA/People's Bank PGIA Account No. 057-1-001-3-1338027
Total Charges Payable: Rs. Receipt No:

I hereby request the reservation of accommodation at the PGIA Staff and Scholars' Residence as indicated above. I agree to abide by the PGIA Staff and Scholars' Residence rules and regulations and accept responsibility for any damage caused during the stay.

Date:

Signature of Applicant

FOR OFFICIAL USE ONLY

Availability of Rooms/Lobby Checked by Officer: Available/Not available

Room No:

Recommended

Approved by

Deputy Registrar

Director

INFORMATION SHEET ON PGIA STAFF & SCHOLARS' RESIDENCE

1. *The PGIA Staff & Scholars' Residence provides accommodation for members of the PGIA community and visitors.*
2. *Rooms are available as single or double occupancy.*
3. *Children under 10 years of age are allowed free of charge when sharing with parents.*
4. *Confirm room availability with the designated PGIA officer () prior to submitting an application.*
5. *Submit the completed application form at least **three (03) days before** the visitor's arrival.*
6. *Obtain written approval from the Director/Registrar, PGIA, before occupying the premises.*
7. **Charges**
 - *Members of the PGIA Board of Management, Teaching Panel, Boards of Study and Foreign Collaborators/Visiting Professors etc.*
Rs. 600/= per single occupancy (room only); Rs. 900/= per double occupancy (room only; two occupants permitted per room)
 - *Spouses and other visitors:*
Rs. 2,500/= per single occupancy; Rs. 3,000/= per double occupancy
 - *Foreign visitors:*
Rs. 4,000/= per single occupancy; Rs. 5,000/= per double occupancy
 - *Lobby area (for functions):* Rs. 3,500/=
8. *All payments must be made **in advance** to the Deputy Bursar/PGIA. The **duplicate receipt** should be submitted to the Deputy Registrar/PGIA together with the application. Payments may be made either to the **Shroff of the PGIA** or deposited into the PGIA account at: **People's Bank – PGIA Account No. 057-1-001-3-1338027.***
9. *Washing machine facilities are available for use on a cost-sharing basis. Meals can be arranged through the caretaker on a **cost-sharing basis**, subject to prior request and availability.*
10. *Guests are expected to maintain cleanliness and proper conduct within the premises. Any damage to property will be charged to the responsible occupant(s). The Director/Registrar, PGIA, reserves the right to approve or decline applications for accommodation or facility use.*