

- a) Night Room report
- b) Cash Receipt
- c) Paid out voucher
- d) Rate assignment
- e) Cash Back
- f) Message slip
- g) Guest folio
- h) Tariff
- i) Cashier report
- j) Vandalism

SECTION-B

2. Draw a neat format of Allowance voucher.
3. List the procedure to handle drunken guests in the hotel.
4. Explain the information in a tariff card.
5. Describe different methods of payment in hotels.
6. What are creative options in selling techniques?

SECTION-C

7. Explain the steps in Night audit procedure.
8. Describe various basis of charging room rent.
9. Write an essay on Internal control in front office department.

NOTE : Disclosure of Identity by writing Mobile No. or Making of passing request on any page of Answer Sheet will lead to UMC against the Student.