

REQUISITION FOR ACCOMMODATION IN BVFCL GUEST HOUSE

(To be submitted minimum three days prior to arrival)

Received on (Official use) :

Please provide Guest House Accommodation for the following guest(s)/ Official(s). Details are given below:

1. Arrival from :
2. Duration of stay with date & time : From to
3. Number of days stay in GH : Days
4. Chargeable / Not chargeable :
5. Type of room required (Single Non AC/ Single AC/ VIP Suite) :
6. No. of rooms required (Double bedded) :Rooms
7. Purpose of visit: Official/non official/ any other :

Details of Guest(s) :

| Names of Guest | Designation/ Occupation | Name of Company/ Relationship with applicant. | M/F | Age | Mobile No |
|----------------|----------------------------|--|-----|-----|-----------|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

NB: Photo Identity card of the above guest(s) having residential address, issued by Central or State Govt. have to be submitted by the applicant/ guest(s) before allotment of the room(s).

Option for payment of room rent (please tick):

- i) The guest(s) will pay the accommodation charges in advance at the time of allotment of Guest House room(s). (or)
- ii) The charges of accommodation shall be recovered from the salary of the following guarantor.

Details of Guarantor (Regular employee as on date)

Signature of Guarantor :
Full Name :
Designation & E/No. :
Deptt. :
Mobile no. :

Signature of the applicant with date :
Full name :
Degr./Address :
E.No./ P.O. :
Deptt./Dist. :
Mobile No. :

To:

CTO & In-Charge (Admn.)