

## 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 in detail : .....

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 : .....  
Degn./Address : .....  
E.No./ P.O. : .....  
Deptt./Dist. : .....  
Mobile No. : .....

To:

Chief Manager (Admn.)