

NEW PROFORMA REQUISITION FOR RESERVATION OF ACCMMODATION IN HARYANA BHAWAN, CHANAKYAPURI GUEST HOUSE , NEW DELHI AND CIRCUIT HOUSE , SHIMLA

A FOR OFFICAL/PRIVATE PERMIT

1 Name of the officer _____
 2 Designation _____
 3 Confirm if Class I official _____
 4 Name of Guest House where accommodation is Needed (Haryana Bhawan/ Chanakyapuri Guest House, New Delhi, Circuit House Shimla) _____
 5 Whether the visit is official or private _____
 6 Period for which the accommodation as needed _____ (A.N.) to _____ (F.N)
 7 Phone No. _____

Certified that the allotted accommodation will be used by me personally and not other person.

B FOR FAMILY MEMBER(S) PERMIT

1 Name of the officer _____
 2 Designation _____
 3 Confirm if Class I official _____
 4 Full name of the family member(s) _____
 5 Age of the family member(s) _____
 6 Relationship with the officer _____
 7 Name of Guest House where accommodation is Needed (Haryana Bhawan/ Chanakyapuri Guest House, New Delhi, Circuit House Shimla) _____
 8 Period for which accommodation as needed _____ (A.N.) to _____ (F.N)
 9 Phone No. _____

C FOR Guest PERMIT

1 Name of the officer _____
 2 Designation _____
 3 Confirm if Class I official _____
 4 Full name of the guest _____
 5 Name of Guest House where accommodation is Needed (Haryana Bhawan/ Chanakyapuri Guest House, New Delhi, Circuit House Shimla) _____
 6 Period for which accommodation required _____ (A.N.) to _____ (F.N)
 7 Phone No. _____

D PERMIT FOR Personsl Staff (PS/PA/Special Assistant /Assistant of Honble CM/ Ministers/ Speaker/Deputy Speaker (When on official tour)

1 Name _____
 2 Designation _____
 3 Place of posting _____
 4 Name of Guest House where accommodation is Needed (Haryana Bhawan/ Chanakyapuri Guest House, New Delhi, Circuit House Shimla) _____
 5 Period for which the accommodation as needed _____ (A.N.) to _____ (F.N)
 6 Phone No. _____

- Note:**
1. Not observing the requirement of the rules renders the person liable to be disqualified for reservation/accommodation in future.
 2. The requisition for family /guest must be signed by the officer himself. In exceptional cases, the requisition is sent through personal/ staff of the concerned official, the requisition must be signed by a gazetted officer.

Signature _____
 Name of the Officer _____
 Designation with full _____
 Address& stamp _____