CENTRAL RESEARCH INSTITUTE
KASAULI
(HP) - 173204

Requisition Proforma for Guest House

(To be filled by the applicant)
(Duly filled proforma should be sent to criguesthouse@gmail.com
and
Copy to directorcri@gmail.com and director-crik-hp@gov.in)

a) Name & designation of officer/official_____
Submitting requisition
b) Department:_____
c) Name and address of visitor_____
_____
d) Designation/Occupation of the visitor_____
e) Grade Pay/Pay Level of the visitor_____
f) Relation with the visitor_____
g) Period of stay _____
h) No. of rooms required:_____
i) Purpose of visit (official/non-official) _____

Date:
Place: **Signature of indenting officer/official**

Please enclose an official Identity proof

For office use only: {Status of reservation}

a) Main VIP Guest House (Old and New)

Set No.I(new)	Set.No.2 (new)	Set. NO.3 (old)	Set No.4 (old)

b) Kapoor guest House

Set 1	Set 2	Set 3	Set 4	Set 5	Set 6	Set 7	Set 8

c) Widdicom House

Room I	Room 2	Room 3	Room 4

The reservation status of guest house as on today is as above and may be considered for the reservation in the (Main VIP/Kapoor Guest House/Widdicom).

Dated: **Signature of OIC Guest House**

Approved / Not-approved

Director, CRI Kasauli