

SAHA INSTITUTE OF NUCLEAR PHYSICS

1/AF, Bidhan Nagar, Calcutta-700 064

REQUISITION FOR GUEST HOUSE ACCOMMODATION

1. Name of the Guest	:	
2. Designation	:	
3. Address (Office)	:	
4. Purpose : Official / Others	:	
5. For Foreigner's passport details :		
6. Duration of stay	:	
7. Date and time of arrival	:	
8. Date and time of departure	:	
9. Food	:	Vegetarian/Non-Vegetarian
10. Mode of payment	:	
11. Recommended by	:	
12. Remarks, if any (SINP/Others) :		

Date_____

Signature

For Director/Registrar's Office

Local hospitality/Only accommodation approved/Not approved

Director

Registrar

FOR SINP GUEST HOUSE OFFICE USE

Allotted Room No.

Receipt No

Amount

Copy to :

SINP Guest House Official

1. Director/Registrar
2. Office concerned SINP division/others
3. Security Officer