

**SAHA INSTITUTE OF NUCLEAR PHYSICS**

1/AF Bidhan Nagar, Kolkata-700064

**REQUISITION FOR GUEST HOUSE ACCOMODATION**

- 1. Name of the Guest :.....
- 2. Designation :.....
- 3. Address (Office) :.....
- 4. Purpose : Official/ Other :.....
- 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

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**For Director/Registrar's Office**

Local hospitality/ Only accommodation approved/ Not approved

Director

Registrar

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**FOR SINP GUEST HOUSE OFFICE USE**

Allotted Room No.

Receipt No

Amount

SINP Guest House Official

Copy to:

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