

# GUEST HOUSE ACCOMMODATION REQUISITION

(For one room only, To be submitted minimum **one working day** prior to arrival date)

1. **BOOKING TYPE** (Official / Private) : \_\_\_\_\_
2. **DURATION:** From \_\_\_/\_\_\_/\_\_\_ (\_\_\_ Hrs.) To \_\_\_/\_\_\_/\_\_\_ (\_\_\_ Hrs.)
3. **MODE OF PAYMENT:** \_\_\_\_\_

[Cash by occupant / Company Guest\*]

\*In case of **Company Guest**, approval of the competent authority (i.e. AGM and above of concerned department) is mandatory.

## 4. GUESTS' INFORMATION:

Sl. No.	Names of Guest	Staff No.	Grade #	M/F	Age	Company/Unit	Mobile
1							
2							
3							
4							

# For Non-BHEL Guest (Official/Otherwise) provide equivalent BHEL grades.

## 5. REQUISITIONER'S DETAILS:-

Name / Email	
Designation / Staff No.	
Auto / Mobile No.	
Department / Unit	
Remarks	

## 6. FOR EXTENSION OF EXISTING BOOKING:-

(To be submitted **two working days** before completion of stay duration)

ROOM NO.: \_\_\_\_\_

PREVIOUS DURATION: From \_\_\_/\_\_\_/\_\_\_ (\_\_\_ Hrs.) To \_\_\_/\_\_\_/\_\_\_ (\_\_\_ Hrs.)

EXTENSION DESIRED: From \_\_\_/\_\_\_/\_\_\_ (\_\_\_ Hrs.) To \_\_\_/\_\_\_/\_\_\_ (\_\_\_ Hrs.)

Accommodation may please be provided /extended as per the above details.

Signature with Seal

To,

Incharge, Guest House

## N.B.:

1. Separate forms shall be submitted for more than one room.
2. Accommodation may be provided in **twin sharing** basis up to E3 grade under the circumstances.
3. NOC shall be provided strictly on non-availability of accommodation.
4. Another form (available at P&PR website) shall be submitted for hotel accommodation for company guest in case of non-availability of GH accommodation.