

REQUEST FOR C.A.C ACCOMMODATION

Name(s) of the Visitor(s) / Guest(s) (* Female visitors are not allowed for accommodation in C.A.C)																									
Designation(s) of the Visitor(s) / Guest(s), Department / Company affiliation & Address(s) with contact phone no./ e-mail ID, if any																									
Purpose of visit (Please detail and enclose copy of official letter(s), where applicable)																									
Date & Time of Arrival	____ (DD) / ____ (MM) / ____ (YY), at: (Hrs):..... (Mint.)																								
Date & Time of Departure	____ (DD) / ____ (MM) / ____ (YY), at: (Hrs):..... (Mint.)																								
Type of occupancy preferred (Please note that all rooms are double bedded)	<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 60%;">Single / Double (please tick)</td> <td style="border: none; width: 40%;">No. of rooms required</td> </tr> </table>	Single / Double (please tick)	No. of rooms required																						
Single / Double (please tick)	No. of rooms required																								
Source of Payment: 1. If Payment is from Department/Centre / Section, Please Mention the Head of Account 2. If Payment is from Project: Please Mention the Project No. 3. Self payment (By the Guest(s)) (Request for C.A.C Accommodation must reach Establishment Section atleast one day before the last working day prior to arrival of the Guest. In case the purpose of visit is official, the indent must be countersigned by HoD/HoC/HoS and in case of project, the indent must be countersigned by Dean R&D)	Please (√) Tick the appropriate box(s) <table style="width: 100%; border: none; text-align: center;"> <tr> <td colspan="4" style="border: 1px solid black; padding: 5px;">Lodging</td> </tr> <tr> <td style="border: 1px solid black; width: 25%;">1</td> <td style="border: 1px solid black; width: 25%;">2</td> <td style="border: 1px solid black; width: 25%;">3</td> <td style="border: 1px solid black; width: 25%;">4</td> </tr> <tr> <td style="border: 1px solid black; width: 25px; height: 20px;"><input type="checkbox"/></td> <td style="border: 1px solid black; width: 25px; height: 20px;"><input type="checkbox"/></td> <td style="border: 1px solid black; width: 25px; height: 20px;"><input type="checkbox"/></td> <td style="border: 1px solid black; width: 25px; height: 20px;"><input type="checkbox"/></td> </tr> <tr> <td colspan="4" style="border: 1px solid black; padding: 5px;">Boarding (Food and Beverages)</td> </tr> <tr> <td style="border: 1px solid black; width: 25%;">1</td> <td style="border: 1px solid black; width: 25%;">2</td> <td style="border: 1px solid black; width: 25%;">3</td> <td style="border: 1px solid black; width: 25%;">4</td> </tr> <tr> <td style="border: 1px solid black; width: 25px; height: 20px;"><input type="checkbox"/></td> <td style="border: 1px solid black; width: 25px; height: 20px;"><input type="checkbox"/></td> <td style="border: 1px solid black; width: 25px; height: 20px;"><input type="checkbox"/></td> <td style="border: 1px solid black; width: 25px; height: 20px;"><input type="checkbox"/></td> </tr> </table> Project No./Account Head (in case of 1 and 2): _____	Lodging				1	2	3	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Boarding (Food and Beverages)				1	2	3	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Boarding (Food and Beverages)																									
1	2	3	4																						
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>																						
Remarks, if any : _____ Countersignature of the concerned Faculty/ Officer (in case the purpose of visit is official)	_____ Signature of the Indentor with date Name : _____ Designation : _____ Department/Section/Centre : _____ Contact Phone No. / e-mail ID, if any : _____																								

For official use

Room(s) allotted	Period				
<table style="width: 100%; border: none;"> <tr> <td style="border: none; width: 30%;">Room No(s).</td> <td style="border: none; width: 40%;">.....</td> <td style="border: none; width: 15%;">From:</td> <td style="border: none; width: 15%;">To:</td> </tr> </table>	Room No(s).	From:	To:	
Room No(s).	From:	To:		
Category recommended	Official / Semi-official / Semi-private / Private / Licence-fee-payee / Institute Guest				

Office Note:

Approval of the Competent Authority

Establishment
Date:

Dealing Assistant
Date