

CENTRAL RESEARCH INSTITUTE

KASALI

(HP) - 173204

Requisition Proforma for Guest House I & II

(To be filled by the applicant)

(Duly filled proforma should be sent to criquesthouse@gmail.com and

Copy to directorcri@gmail.com and director-crik-hp@gov.in)

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- a) Date of filling the application form: _____
- b) Name & designation of officer/official Submitting requisition _____

- c) Department: _____
- d) Name and address of visitor: _____

- e) Designation/Occupation of the visitor: _____
- f) Grade Pay/Pay Level of the visitor _____
- g) Relation with the visitor _____
- h) No. of days of stay _____
 - Check-in Date and Time: _____
 - Check-out Daye and Time: _____
- i) No. of rooms required: _____
- j) Purpose of visit (official/non-official)* _____
**** Only official work related to C.R.I., Kasauli shall be treated as Official. Documentary proof for the same should be submitted along with application form.***

Date:

Place:

Signature of indenting officer/official

Please enclose an official Identity proof

Terms & Conditions:

1. **Booking Request on the prescribed form must be submitted at least 15 days prior to the booking dates.**
2. **Requisition proforma with incomplete details or without official id proof will be straightaway rejected.**
3. **Booking confirmation will be sent only 3-4 days prior to the visit.**
4. **Booking/reservation is subject to availability and is tentative only. The same can be cancelled by CRI at any time in public interest /on administrative grounds without assigning any reason.**
5. **Rooms once allocated shall not be changed and no request in this regard shall be entertained in any circumstances.**
6. **Being hill station, there is scarcity of water. So, it is requested to use water judiciously to avoid any inconvenience during the visit.**
7. **Check-in time: 2:00 PM to 7:00 PM**
8. **Check-out time: By 12:00 Noon**
9. **Rooms shall be provided for a maximum of three (03) nights only.**