

CENTRAL RESEARCH INSTITUTE

KASAULI

(HP) - 173204

Requisition Proforma for Guest House I & II

(To be filled by the applicant)

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

and

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

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- a) Date of requisition: _____
- 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) Period of stay with dates _____
- i) No. of rooms required: _____
- j) Purpose of visit (official/non-official) _____

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.