Date: _____

Name of the Guest (Mr./Ms./Mrs./Miss) _____

Category of Guest: Diplomat ☐ Senior Officer ☐ Others ☐

Purpose of Visit _____

Designation and Address _____

Organisation to which Entrusted _____

Age: _____ Yrs. Identity Proof & No. (passport, voter's card, etc.) _____

Date and Time of Arrival _____

Expected Date and Time of Departure _____

Particulars of the person(s) accompanying the Guest (Minor/Child & Age)

S.No.	Name	Age	Relationship

Pass by Shri/Smt/Miss _____ with the booking for accommodation

Name: _____ Designation _____

Signature _____

Approving Authority: Name _____

Signature _____ Designation _____

For Office use: