

Guest House Requisition Form
CSIR-Central Electronics Engineering Research Institute, Pilani (Rajasthan) 333031
Email: gh@ceeri.res.in; Phone:+91 1596 252583

Applicant Details		Date: ___/___/____ <small>(DD/MM/YYYY)</small>				
1.	Name of the Applicant:	Purpose of Guest's Visit: (Please tick mark)				
2.	Designation:					
3.	Organization/Laboratory:					
4.	Employee No.:					
5.	Official Email:					
6.	Contact No.:					
		<table border="1" style="margin: auto;"> <tr> <td style="width: 150px;">Official</td> <td style="width: 30px;"><input type="checkbox"/></td> <td style="width: 150px;">Personal</td> <td style="width: 30px;"><input type="checkbox"/></td> </tr> </table>	Official	<input type="checkbox"/>	Personal	<input type="checkbox"/>
Official	<input type="checkbox"/>	Personal	<input type="checkbox"/>			

Guest Details						
SN	Name/s of the person/s who require GH accommodation <i>(In case of personal visit, please submit copy of guest ID proof along with this form)</i>	**Guest Category (A/B/C/D/E)	Designation	Relationship with applicant	Gender	Age
1.						
2.						
3.						
4.						
Guest's address:			Arrival Date: ___/___/____ Time in: ___:___AM/PM <small>(DD/MM/YYYY)</small>			
Office No.:			Departure Date: ___/___/____ Time out: ___:___AM/PM <small>(DD/MM/YYYY)</small>			
Mobile No.:						

Expenditure will be paid by: (Please tick mark)	Accommodation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Signature of the applicant Name: _____ Address: _____
	Food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

IN CASE OF AN OFFICIAL VISIT, PLEASE COMPLETE THE FOLLOWING
<p>Dr/Mr/Mrs/Ms. of (Name of the Institute) is visiting CSIR-CEERI, Pilani from.....to..... It is proposed to consider him/her as an institute guest and provide him/her free boarding, and lodging. Please sanction an amount of ₹ from budget head</p> <p style="text-align: right;">In charge, Project Leader/Area/Division/Section</p>

In-charge, Guest House Guest House Manager

Note: Incomplete requests will not be entertained. Guests are requested to produce original ID cards (*in case of NRI/Foreign Guests, their valid passport*) upon arrival at Guest House. For detailed GUEST HOUSE RULES & REGULATIONS, please go through <https://www.ceeri.res.in/> before submission of this requisition form.

**Guest Category	
A	CSIR Employees, Pensioners and their dependent family members Project Fellow, JRF/SRF/RA, Research Students, Scholars working in CSIR Labs/Hqrs
B	Non-dependant family members of CSIR Employees/Pensioners Non-official/expert members invited for CSIR work
C	Serving employees of (an official purpose only) AcSIR, PSUs of DSIR i.e. CEL, NRDC
D	Non-CSIR/Other Guests
E	NRI/Foreign Guests