

# NATIONAL BOTANICAL RESEARCH INSTITUTE

(Council of Scientific & Industrial Research)

## GUEST HOUSE

21, Gokhle Marg , Lucknow-1 (Ph. 2209714)

**SUBJECT:-Request for booking of accommodation in Guest House.**

Name of the applicant:-\_\_\_\_\_

Address:-\_\_\_\_\_

\_\_\_\_\_

Designation & Name of Lab:-\_\_\_\_\_

(In case of CSIR Employee)

\_\_\_\_\_

Details of the person for whom accommodation is required. \_\_\_\_\_

\_\_\_\_\_

Period of accommodation required \_\_\_\_\_

Date and time of arrival \_\_\_\_\_

Date and time of departure \_\_\_\_\_

No of rooms /Beds required \_\_\_\_\_

Purpose of visit \_\_\_\_\_

Date: \_\_\_\_\_

(Signature)

### **REPLY FROM GUEST HOUSE**

CONFIRMED/REGRETTED

As requested accommodation (\_\_\_) \_\_\_\_\_ room/rooms is/are booked and confirmed.

Regret accommodation from date \_\_\_\_\_ to \_\_\_\_\_

Remarks (if any) \_\_\_\_\_

\_\_\_\_\_

Manager/In-charge Guest House