



INDIAN INSTITUTE OF ADVANCED STUDY
RASHTAPATI NIVAS, SHIMLA – 171 005

Requisition Form for booking of accommodation at Guest House at Shimla/Delhi

Sl. No.	Particulars	To be filled by the Applicant (in capital letters please)
1.	Name of the Applicant	
2.	Designation	
3.	(i) Name(s) for whom the accommodation is required and relationship with the applicant. (ii) Number of persons staying in the Guest House with their contact numbers. (Enclose photocopy of the ID Proof)	
4.	Purpose of the visit	Official/Private (please tick ✓)
5.	Period/Date for which the accommodation is required	
6.	Any other information related to the request	

I, the applicant, hereby declare that the statements given above by me are true to the best of my knowledge and belief.

Dated:

(Signature of the applicant)

Recommendations/signatures of the Section Head (if required):

Note:

1. Accommodation will be allotted subject to availability only.
2. Rent will be payable as per the rules.
3. The period of stay will be to a maximum of 05 days only, but could be extended under special circumstances with the prior approval of the Director, IIAS only.
4. The occupants will be responsible for proper use of the facilities provided in the Guest House and will ensure that the facilities provided are not misused and any damage caused to the properties to the Institute.

Availability of accommodation is as follows (comments of the dealing hand, Estate Section):

(Dealing Hand)

(ESTATE SUPERVISOR)

Secretary (for kind consideration and approval)