

**Room Reservation Form**  
**(Transit Camps and Field/Executive Hostel), PHPA-I**

**Employee Details**

1	Employee Name	
2	Designation	
3	Division/ Circle/Unit	
4	Contact Number	
5	Signature	

**Reservation Details**

1	Reservation for (Self/Family/Others)	
2	Date of Request (From-To)	
3	Room(s) Required (Type as per eligibility)	
4	Purpose of stay (Official/Personal)	
5	Request for Transit facility at (Location: Bajimthangkha/P/ling/Siliguri)	
Signature:     (TC In-Charges- Bajimthangkha/P/ling/Siliguri)		Remarks:
Approved by:     Joint Managing Director, PHPA-I		Remarks:

***Note:***

1. *For cancellation of room booking, respective TC-In charges to be informed at least a day in advance, failing to which the room rent shall be charged to the applicant(s).*
2. *Reservation of room is limited to three (3) days. Any reservation exceeding this period shall be subject to prior approval of JMD, PHPA-I.*