

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: Bjimthangkha/P/ling/Siliguri)	
Signature: (TC In-Charges- Bjimthangkha/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.***