

Consulate General of India
Birgunj

**PROFORMA FOR ALLOTMENT OF ACCOMMODATION AT
INDIAN EMBASSY BUNGALOW, RAXAUL**

Note:

1. Please fill all columns completely.
2. Please also attach a copy of Government Identity Card & a letter from the Head of Department confirming the request for accommodation.
3. This form should be sent with a letter on official stationery addressed to the Head of Chancery, Consulate General of India, P.O.Box 59, Shreepur, Birgunj, Phone:00-977-51- 532244, Fax:00-977-51-532269, Email: hoc.birgunj@mea.gov.in
4. **The application should reach the Consulate at least 3 days before the date of booking along with the fees as applicable, as advance, adjustable at the time of departure of the guest, on actual use basis.**

1. Name (in capital letters):
2. Designation:
3. Pay Scale & present pay (including Grade Pay):
4. Name of Office where posted:
5. Office address (with telephone & fax numbers and email address):
6. Purpose of visit to Raxaul, if official Private/Official work give details:
7. Period for which accommodation is required
8. Date & time of arrival:
9. Date & time of departure:
10. Details of family members accompanying the officer/official:
 - (i) Spouse:
 - (ii) Son:
 - (iii) Daughter:
 - (iv) Others:

Date:

(Signature of applicant)

Certificate from the Head of Office

Certified that the above information is correct and it is requested that accommodation may please be provided to the applicant.

Date:

Signature:

Designation:

Name of the Officer:

Official Stamp: