

**Consulate General of India,
Birgunj**

**PROFORMA FOR ALLOTMENT OF ACCOMMODATION AT
INDIAN EMBASSY BUNGALOW (IEB). RAXAUL**

1. Name (in capital letters) :
2. Designation :
3. Present Pay & Pay Level in Pay Matrix :
(including Grade Pay)
4. Name of Office where posted :
5. Office address (with telephone & and :
email address)
6. Purpose of visit to Raxaul (Official :
Work/Private Visit)
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
 - Spouse :
 - Son :
 - Daughter :
 - Others :

Date:

(Signature of applicant)

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 & 532264, 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.***

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.

Signature:

Designation:

Name of the Officer:

Official Stamp:

Date: