

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)

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 give details:

Private/Official work

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: