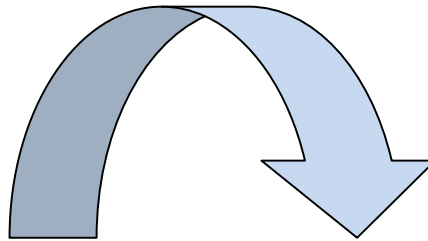


# FORMS

**HOLIDAY HOMES**  
(Ref. Complete List : Section A)

**TOURING OFFICERS' HOSTELS**  
(Ref. Complete List : Section B)

31122009



## APPLICATION FORM FOR BOOKING IN CENTRAL GOVT. HOLIDAY HOMES

(PL. DO NOT USE THIS FORM IF APPLYING FOR BOOKING TO DoE DELHI/CHENNAI/SIMLA. PL.REFER HOW TO APPLY SECTION FOR DETAILS )

Name of the Holiday Home where booking required :

1. Applicant's Name \_\_\_\_\_ Designation: \_\_\_\_\_
2. Ministry/Deptt./Office where working : \_\_\_\_\_
3. Office address: \_\_\_\_\_ Mob.No. \_\_\_\_\_
4. Resi.address: \_\_\_\_\_ email ID: \_\_\_\_\_
5. Period of booking required : From \_\_\_\_\_ to \_\_\_\_\_ (nights \_\_\_\_)  
(Max. 5 nights in season, 10 nights in off-season) Checkout date \_\_\_\_\_ Checkout Time \_\_\_\_\_
6. Purpose of visit : Official visit\*\* / Private visit / LTC (Pl. refer to Terms and Conditions of allotment)
7. Type of Room reqd (pl. tick): 2-Bed / 4-Bed\* /VIP/Dormitory\* (\* Avlble at Shimla, Agra, Nainital, Ooty)
8. No. of Visitors : Self / Dependent Family Members / Guests (Total \_\_\_\_\_ No)
9. Visitors' Names and relationship: \_\_\_\_\_
10. Details of Advance payment : (Non-refundable after confirmed booking)  
Bank \_\_\_\_\_ DD. No. \_\_\_\_\_ Dated \_\_\_\_\_ Rs. \_\_\_\_\_
11. Confirmation: will be collected personally  may be dispatched by ordinary post

### DECLARATION BY THE APPLICANT

I certify that the accommodation asked for in the Holiday Home will be occupied by me or my dependent family members. I undertake to vacate the accommodation on \_\_\_\_\_(FN) and will not overstay without prior written permission of EM/AEM, Dte. of Estates, failing which I will liable to pay market rate of licence fee as damages and other legal action etc. I shall not claim refund in case the accommodation booked is not utilized by me. I undertake that I will not withdraw my application for booking. In case the cheque (given by me as advance payment) is dishonoured for any reason, I authorize my DDO to deduct equal amount from my salary and remit the same to the Dte of Estates, on receipt of their demand. I certify that the information given above is correct and that nothing has been concealed. I shall abide by the prescribed Rules/orders/Terms and conditions, covering this booking/allotment. I undertake to take and pay for the meals if arrangement exists and to pay the prescribed charges directly to the caterer. . I am aware of the terms and conditions of the booking as given on website.

Date : \_\_\_\_\_ Place \_\_\_\_\_ Signatures of the applicant

### Verification by the Administration Division

Gs:12:2009 ( Applications not verified by the administrative office of applicant will not be entertained)

Certified that (a) Shri/Smt. \_\_\_\_\_ Designation \_\_\_\_\_ is a permanent employee of this office. (b) This office is a (Pl. tick the appropriate BOX in table given below) (c) **(PLEASE FILL IF APPLICABLE)** He/She has been authorized by this office to perform official journey from (dates) \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ (city name) (Enclose certified copy of tour program).

Central Govt. Ministry / Department	Central PSU/ Autonom.Orgn./ Semi Govt. Office	Office of State Govt/ U.T. Admn.	Other (pl. specify)	Retired Central Govt. employees to annex copy of PPO/ Pensioner Id. Card
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To be sent to the Allotting Authority

Signatures with Office Seal

**APPLICATION FORM FOR BOOKING OF ACCOMMODATION IN TOURING OFFICERS' HOSTELS**

(PL. DO NOT USE THIS FORM IF APPLYING FOR BOOKING TO DdE DELHI/CHENNAI. PL. REFER HOW TO APPLY SECTION FOR DETAILS. )

City in which Guest accommodation required :

- (1) Name of the applicant \_\_\_\_\_ Designation: \_\_\_\_\_
- (2) Ministry/Deptt./Office where working : \_\_\_\_\_
- (3) Office address: \_\_\_\_\_ Mob .No. \_\_\_\_\_
- (4) Postal/Resi. address: \_\_\_\_\_ Email Id \_\_\_\_\_
- (5) Period of booking (Max 5 Nights): from \_\_\_\_\_ to \_\_\_\_\_ (Nights \_\_\_\_\_ )  
Checkout date \_\_\_\_\_ Checkout Time \_\_\_\_\_
- (6) Purpose of visit (Pl. tick) : Official tour / LTC / Leave (Refer to Terms and Conditions of allotment)  
[To book for official tour, tour program certified by applicant's office specifying period & city of official journey, to be encld]
- (7) Type of Room required (please tick) : Double Bed / Dormitory / \_\_\_\_\_
- (8) Visitors : Self / Dependent Family Members / Guests (Total \_\_\_\_\_ No)
- (9) Visitors' details and relationship with applicant \_\_\_\_\_
- (10) Advance payment made: (Non-refundable after release of confirmed booking)  
Bank \_\_\_\_\_ DD No. \_\_\_\_\_ Dated \_\_\_\_\_ Rs. \_\_\_\_\_
- (11) Confirmation: will be collected personally  may be dispatched by ordinary post

**DECLARATION BY THE APPLICANT**

I certify that the accommodation asked for in the Hostel will be occupied by me or my dependent family members. I undertake to vacate the accommodation on \_\_\_\_\_(FN) and will not overstay without prior written permission of EM/AEM, Dte. of Estates/Allotting Authority, failing which I will be liable to pay market rate of licence fee as damages and face other legal action etc. I shall not claim refund in case the accommodation booked is not utilized by me. I undertake that I will not withdraw my application for booking. In case the cheque (given by me as advance payment is dishonoured) for any reason, I authorize my DDO to deduct equal amount from my salary and remit the same to the Dte of Estates, on receipt of their demand. I certify that the information given above is correct and that nothing has been concealed. I shall abide by the prescribed Rules/orders/Terms and conditions, covering this booking/allotment. I undertake to take and pay for the meals if arrangement exists and to pay the prescribed charges directly to the caterer. . I am aware of the terms and conditions of the booking as given on website.

Date : \_\_\_\_\_ Place \_\_\_\_\_ Signatures of the applicant

**Verification by the Administration Division**

Gs:12:2009 ( Applications not verified by the administrative office of applicant will not be entertained)

Certified that (a) Shri/Smt. \_\_\_\_\_ Designation \_\_\_\_\_ is a permanent employee of this office. (b) This office is a (Pl. tick the appropriate BOX in table given below) (c) (PLEASE FILL IF APPLICABLE) He/She has been authorized by this office to perform official journey from (dates) \_\_\_\_\_ to \_\_\_\_\_ at \_\_\_\_\_ (city name) (Copy of tour program to be encld).

Central Govt. Ministry / Department	Central PSU / Autonomous orgn./Semi-Central Govt. office	Office of State Govt/ U.T. Admn.	Other (pl.specify)
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To be sent to the Allotting Authority

Signatures with Office Seal

Room Charges (per Night charges in Rupees)

**For Holiday Homes at Shimla, Agra, Nainital, Goa, Udaipur**

Type of Room	Sitting MP/ Central Govt employee on official visits	Central Govt employee on Holiday/ Retd Central Govt employee/ Ex-MP	Serving Employees of State Govt/ PSU/ Auto-nomous orgn. on official visits	Serving/Retd Employees of State Govt/Auto-nomous orgn./ PSUs on holiday	Private persons accompanying as Guest of MP/ Minister/ Central Govt. officer
Double-Bedded Room	105	210	315	420	525
4-Bedded Room	140	280	420	560	700
VIP Suite/ Room	300	600	900	1200	1800
Dormitory (per bed rate)	50	100	150	150	150
For Grand Hotel, Shimla only - 50% discount in above rates in off-season [Off-season - <b>16 July to 30 Sept</b> and <b>16 Jan to 31 March</b> ]					

**For Holiday Home, Mysore**

Type of Suites	Booked by	Sitting MPs/Central Govt. employees on duty	Ex. MPs/ Central Govt. employees on holiday / retired Central Govt. employees	State/PSU employees on duty	State/PSU employees on holiday / retired	Private persons Accompanying as guest of MPs/Govt. employees.
Single Suite ( Double bed room without AC)	AD (Regions) New Delhi	105	210	315	420	525
Double Suite/ (Double bed suite without AC)	EE, CPWD Mysore	120	240	360	480	600
A.C. Suite	-do-	140	280	420	560	700
Extra Bed	-do-	50	100	150	150	150
Dormitory (Per bed)	-do-	50	100	150	150	150

### For Holiday Home, Mussurie

Type of Room	Central Govt employee on duty	Central Govt employee on Holiday/ Retd Central Govt employee	Private persons accompanying as Guest of MP/Govt. employee
Dbl-Bed Suites	Rs.210	Rs.210	Rs.525
Dbl-Bed Rooms	Rs.210	Rs.210	Rs.525

### For Holiday Home, Ooty

Type of Room	MPs/Central Govt employees	Employees of State Govt/ PSU /Govt. Companies	Private persons (accompanying as Guest of MP/Govt. employee)
2-Bed Rooms	Rs.51	Rs.111	Rs.176
Dormitory (8 bed)	Rs.164	Rs.244	Rs.564

Addl. Licence fee will be charged for each additional persons adjusted over and above the specified capacity of a suite/dormitory :  
Govt. servants – Rs.13, State Govt./PSU employees – Rs.18, Private Persons – Rs. 28

### Holiday Home, Kanyakumari

Type of Room	MPs/Central Govt employees	Employees of State Govt/ PSU / Govt. Companies	Private persons (accompanying as Guest of MP/Govt. employee)
Double-Bedded	Rs.46	Rs.106	Rs.171
Three –bedded	Rs. 59	Rs.154	Rs.254
Four Bedded	Rs.62	Rs.157	Rs.257
6-Bedded	Rs. 93	Rs.165	Rs.327

The above charges are inclusive of Geyser Charges @ Rs. 3.00 per bed.

Contd.....

<b>For booking at</b>	<b>Demand Draft to be drawn in favour of</b>
<b>Shimla (Grand Hotel)</b>	“Assistant Estate Manager, Grand Hotel, Shimla” payable at Shimla
<b>Nainital, Mussurie Agra, Goa</b>	“Assistant Director of Estates (Cash), New Delhi”, payable at New Delhi.
<b>Mysore</b>	Executive Engineer, Mysore Central Divn , CPWD, Mysore, payable at Mysore <i>(if sending application for booking to EE, CPWD Mysore)</i>
<b>Ooty</b>	Asstt. Estate Manager, Govt. of India, Shastri Bhawan, Chennai, payable at Chennai <i>(if sending application for booking to AEM, Chennai)</i>
<b>Kanyakumari</b>	Executive Engineer, Madurai Central Division I, CPWD, Madurai, payable at Madurai <i>(if sending application for booking to EE, CPWD Madurai)</i>
<b>Udaipur</b>	<i>For applications sent to Directorate of Estates, New Delhi :</i> “Assistant Director of Estates (Cash), New Delhi”, payable at New Delhi
	<i>For applications sent to Asstt. Engineer, CPWD, Udaipur :</i> “Executive Engineer, Jodhpur Central Division, CPWD, Jodhpur”, payable at Jodhpur

## **Mailing Address and Contact Nos. of Allotting Authorities for advance booking**

(For online application, the mailing address has been mentioned at the bottom of online application form generated by the computer system)

Shimla	Assistant Estate Manager, Grand Hotel, Shimla <i>(For rooms at disposal of AEM, Shimla)</i>	0177-2658121 (Office) 0177-2652587 (Reception)
Nainital* Agra* Goa* Mussurie* Udaipur* Shimla* Ooty* Mysore* Kanyakumari* Trivandrum* Cochin* Bangalore* Chennai* Kolkata* Jaipur*	Assistant Director (Regions), Directorate of Estates, Room No.404-C Wing, Nirman Bhawan, New Delhi-110011  <i>*For rooms at disposal of Dte. of Estates, N.Delhi</i>	011-23062231 011-23062816 (Telefax) 011-23061189 (Fax) 011-23061749

Ooty	Assistant Estate Manager, Directorate of Estates, Shastri Bhawan, 26-Haddows Road, Chennai-600006	Tel: 044-28277759; 044-28262120 www.tn.nic.in/estate
Mysore	Executive Engineer, Mysore Central Division, CPWD, T.Narasipur Road, Siddhartha Nagar, Mysore 570011	Tel/Fax-0821- 2470601 email- eecpwmysore@yahoo.com
Kanyakumari	Executive Engineer, Madurai Central Division I, CPWD, Madurai	Tel: 0452-2535940
Udaipur **  <i>** for rooms at disposal of CPWD</i>	Assistant Engineer, Udaipur Central Sub-Divn. CPWD, Residential & Office Complex, Hiran Magri Sector 4, (Vaishali Apptt. Mod) Manva Kheda Road, Udaipur, Rajasthan	Telefax : 0294-2467118

### Location of Holiday Homes

<b>Shimla</b>	Grand Hotel, Mall Road, Shimla. Tele No. 0177-2652587 (Reception)
<b>Nainital</b>	Holiday Home for the Central Government Employees, Khurpatal (Nainital) Tele : 05942-240330
<b>Agra</b>	Holiday Home for the Central Government Employees, Sikandara Sector 15, Near Income Tax Colony, Agra
<b>Goa</b>	Holiday Home for the Central Government Employees, Central Government Residential/Office Complex, Bambolim, [Opposite Goa Medical College Complex, Madgaon-Panjim Road], Goa Tele : 0832-2458292 (office)
<b>Ooty</b>	Holiday Home for Central Government Employees, Good Shed Road, Near Railway Station, Udagamandalam (Ooty), Nilgiris, Tamilnadu
<b>Mysore</b>	Central Government Residential Complex, T.Narasipur Road, Siddhartha Nagar, Mysore 570011
<b>Kanyakumari</b>	Holiday Home for Central Government Employees Kovalam Road (near Light House), Kanyakumari Tele : 04652-246994
<b>Mussorie</b>	Southwood Cottage in the ITBP campus (near library Chowk, Mall Road, Oppo. Hotel Padmini Nivas, 300m before Library Chowk Car Parking), Mussoorie. Tele: 0135-2632271
<b>Udaipur</b>	Central Government Holiday Home, CPWD Residential/ Office Complex, Hiran Magri Sector 4, (Vaishali Apptt. Mod), Manva Kheda Road, Udaipur (Rajasthan)

**RATES – TOURING OFFICERS’ HOSTELS (SECTION B)**

For Double bedded Accommodation (∅)

	Category	First 5 nights	From 6 <sup>th</sup> to 10 <sup>th</sup> Night	From 11 <sup>th</sup> Night onwards
		(Rs. Per night)	(Rs. Per night)	(Rs. Per night)
1	Sitting MPs/ Central Govt. employees (on official visits) ¶	50* ¶	50* ¶	50* ¶
2	Serving Central Govt. employee incl. dependent family Members (±) (on leave/ LTC/ personal visits)	100*	200*	300*
3	State/PSU employees (on duty/leave)	400*	800*	1200*
4	Private Persons accompanying MP or Govt. servant as Guest @	600*	1200*	1800*
*Additional Charges :				
20% of the room rent per day for each Air-conditioner provided in the room				
Additional Room(s) if provided [after meeting the requirement of other applicants] – On rates prescribed in Row 4 above (For all categories)				
Entry strictly on production of valid Identity Card issued by the Government, Otherwise rates prescribed in Row 4 above will be charged				

**Explanations**

¶	Applicable only on furnishing of Official notification of Tour program or a certificate from the Administrative Division, specifying the period and place of official journey of the visiting Government employee
(±)	Dependent family members as defined in “LTC Rules” - Certificate of dependence/copy of the CGHS card containing photographs and details of the visiting family member to be furnished
@	Retired government employees and ex-MPs also under this category
∅	For single bedded rooms (wherever available) - half of the prescribed rates For four bedded rooms (wherever available) - double of the prescribed rates

Website : [www.estates.nic.in](http://www.estates.nic.in)



केंद्रीय सरकार के टूरिंग आफिसर्स हॉस्टलों में कमरे की बुकिंग हेतु आवेदन पत्र  
Website www.estates.nic.in/HolidayHomes Gs 2008

शहर, जहां अतिथि आवास अपेक्षित है \_\_\_\_\_

1. आवेदक का नाम \_\_\_\_\_ पदनाम \_\_\_\_\_
2. मंत्रालय/विभाग, कार्यालय जहां कार्यरत हैं : \_\_\_\_\_
3. पत्राचार का पता : \_\_\_\_\_ मोबाइल नं० \_\_\_\_\_
4. स्थायी पता : \_\_\_\_\_ ई मेल \_\_\_\_\_
5. बुकिंग की अपेक्षित अवधि ; \_\_\_\_\_ से \_\_\_\_\_ तक ( \_\_\_\_\_ रातें ) (अधिकतम 5)
6. दौरे का प्रयोजन : सरकारी दौरा\* /एल टी सी/छुट्टी/अन्य कोई प्रयोजन (कृपया स्पष्ट करें) \_\_\_\_\_  
[\*आवेदक के कार्यालय द्वारा सरकारी दौरे की अवधि और शहर का स्पष्ट उल्लेख करते हुए दौरे के कार्यक्रम की प्रति संलग्न की करें]
7. अपेक्षित कमरे का टाईप : डबल बैड/ डोरमिट्री/ \_\_\_\_\_
8. आगंतुक : स्वयं / परिवार का आश्रित सदस्य / अतिथि (कुल सं० \_\_\_\_\_)
9. आगंतुक का ब्यौरा और आवेदक के साथ संबंध \_\_\_\_\_
10. अग्रिम भुगतान राशि (पक्की बुकिंग होने के पश्चात वापसी नहीं की जाएगी )  
बैंक \_\_\_\_\_ डिमांड ड्राफ्ट सं० \_\_\_\_\_ दिनांक \_\_\_\_\_ ₹० \_\_\_\_\_

**घोषणा**

मैं प्रमाणित करता हूँ कि टूरिस्ट आफिसर्स हॉस्टल में मांगे गये आवास में मैं अथवा मेरे परिवार के सदस्य रहूँगा। मैं वचन देता हूँ कि दिनांक \_\_\_\_\_ को आवास खाली कर दिया जाएगा और संघदा निदेशालय, नई दिल्ली/आबंटन प्राधिकारी की पूर्व में लिखित अनुमति के बिना इससे अधिक अवधि तक नहीं ठहरूँगा। इसमें असफल रहने पर मुझे हर्जाने के रूप में साइसेंस फीस की बाजार दर का भुगतान एवं अन्य वैधानिक कर/वैध आदि चुकानी होगी। यदि बुकिंग किये गये आवास का मेरे द्वारा प्रयोग नहीं किया जाता तो मैं राशि वापिस लेने का दावा करने का हकदार नहीं करूँगा। मैं प्रमाणित करता हूँ कि ऊपर दी गयी सूचना सही है और किसी भी तथ्य को छिपाया नहीं गया है। मैं इस आबंटन से संबंधित नियमों एवं आदेशों का भी पालन करूँगा। मैं मौजूदा व्यवस्था के अनुसार भोजन करने अथवा सरकारी आदेशों के अनुसार सेवा प्रदाता का भुगतान सीधे कैंटर को करने का वचन देता हूँ। मुझे बेबसाइट पर दिए गए नियमों एवं शर्तों की जानकारी है।

दिनांक: \_\_\_\_\_ स्थान: \_\_\_\_\_ आवेदक के हस्ताक्षर

**प्रशासनिक कार्यालय द्वारा सत्यापन** (सत्यापित न किए गए आवेदनों पर विचार नहीं किया जाएगा)

प्रमाणित किया जाता है कि (क)श्री/श्रीमती/कुमारी \_\_\_\_\_ पदनाम \_\_\_\_\_ इस कार्यालय के स्थाई कार्मिक है। (ख) (लागू होने पर भरा जाए) उन्हें \_\_\_\_\_ शहर में दिनांक \_\_\_\_\_ से \_\_\_\_\_ तक सरकारी दौरे का निष्पादन करने हेतु इस कार्यालय द्वारा प्राधिकृत किया गया है। यह कार्यालय निम्न प्रकार का है (कृपया सही का चिह्न लगाएं):

केंद्रीय सरकार मंत्रालय /विभाग	केंद्रीय लोक सेवा उपक्रम/ अर्ध सरकारी संगठन	राज्य सरकार/संघ क्षेत्र प्रशासन के कार्यालय	अन्य (कृपया विनिर्दिष्ट करें)
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आबंटन प्राधिकारी को अग्रहित किया जाए

हस्ताक्षर मुहर सहित

**केंद्रीय सरकार अवकाश गृहों  
आगरा/नैनीताल/शिमला/गोवा/ऊटी/मैसूर/मसूरी/कन्याकुमारी में  
कार्मिकों हेतु कमरों की बुकिंग के लिए आवेदन पत्र**

Website [www.estates.nic.in/HolidayHomes](http://www.estates.nic.in/HolidayHomes)

GS 2008

होली डे होम का नाम जहाँ बुकिंग अपेक्षित है \_\_\_\_\_

1. आवेदक का नाम \_\_\_\_\_ पदनाम \_\_\_\_\_
2. मंत्रालय/विभाग, कार्यालय जहां कार्यरत हैं : \_\_\_\_\_
3. पत्राचार का पता : \_\_\_\_\_ मोबाइल नं० \_\_\_\_\_
4. स्थायी पता : \_\_\_\_\_ ई मेल \_\_\_\_\_
5. बुकिंग की अपेक्षित अवधि) \_\_\_\_\_ से \_\_\_\_\_ तक ( \_\_\_\_\_ रातें) (अधिकतम (सीजन में 5) (ऑफ सीजन में 10)
6. आगमन का प्रयोजन : सरकारी दौरा\*\*/निजी यात्रा /एल टी सी / \_\_\_\_\_  
[सरकारी दौरे के शहर और अवधि विनिर्दिष्ट करते हुए कार्यालय से दौरा कार्यक्रम/प्रमाणपत्र की प्रति संलग्न की जाए]
7. अपेक्षित कमरे का टाईप : (कृपया सही का चिह्न लगाएं): दो बेंड/ चार बेंड/वी०आई०पी०/ डोरामेट्री/
8. आगंतुकों की संख्या: स्वयं / परिवार के आश्रित सदस्य / अतिथि (कुल सं० \_\_\_\_\_)
9. आगंतुक का नाम और आवेदक के साथ संबंध \_\_\_\_\_
10. अग्रिम भुगतान की राशि (पक्की बुकिंग होने के पश्चात वापसी नहीं की जाएगी)  
बैंक \_\_\_\_\_ डिमांड ड्राफ्ट सं० \_\_\_\_\_ दिनांक \_\_\_\_\_ रू० \_\_\_\_\_

**आवेदक द्वारा घोषणा**

मैं प्रमाणित करता हूँ कि टूरिस्ट आफीसर्स होस्टल में मांगे गये आवास में मैं अथवा मेरे परिवार के सदस्य रहूँगा। मैं वचन लेता हूँ कि दिनांक \_\_\_\_\_ को आवास खाती कर दिया जाएगा और संपदा प्रबंधक/ सहायक संपदा प्रबंधक, संपदा निदेशालय, नई दिल्ली की पूर्ण में लिखित अनुमति के बिना अधिक अवधि तक नहीं रहूँगा। इसमें असफल रहने पर मैं इजिने के रूप में लाइसेंस कीस की बाजार दर का भुगतान एवं अन्य वैधानिक कार्रवाई आदि के लिए उत्तरदायी रहूँगा। यदि बुकिंग किये गये आवास का मेरे द्वारा प्रयोग नहीं किया जाता तो मैं राशि वापिस लेने का दावा नहीं करूँगा। मैं प्रमाणित करता हूँ कि ऊपर दी गयी सूचना सही है और किसी भी तथ्य को छिपाया नहीं गया है। मैं इस बुकिंग/आबंटन से संबंधित नियमों एवं आदेशों का भी पालन करूँगा। मैं मौजूदा व्यवस्था के अनुसार भोजन करने अथवा सरकारी आदेशों के अनुसार सेवा प्रदाता को भुगतान सीधे कैंटर को करने का वचन देता हूँ। मुझे बुकिंग से संबंधित आदेशों की जानकारी है।

दिनांक: \_\_\_\_\_ स्थान: \_\_\_\_\_ आवेदक के हस्ताक्षर

**प्रशासनिक कार्यालय द्वारा सत्यापन**

(प्रशासनिक कार्यालय द्वारा सत्यापित न किए गए आवेदनों पर विचार नहीं किया जाएगा)

प्रमाणित किया जाता है कि (क) श्री/श्रीमती/कुमारी \_\_\_\_\_ पदनाम \_\_\_\_\_ इस कार्यालय के रथाई कार्मिक है। (ख) (लागू होने पर भरा जाए) उन्हें \_\_\_\_\_ शहर में दिनांक \_\_\_\_\_ से \_\_\_\_\_ तक सरकारी दौरे का निष्वादन करने हेतु इस कार्यालय द्वारा प्राधिकृत किया गया है। (ग) यह कार्यालय है (कृपया सही का चिह्न लगाएं):-

केंद्रीय मंत्रालय/विभाग	सरकार	केंद्रीय लोक सेवा उपक्रम/ अर्ध सरकारी संगठन	राज्य सरकार/संघ क्षेत्र प्रशासन के कार्यालय	क्षेत्र	अन्य (कृपया विनिर्दिष्ट करें)	सेवानिवृत्त केंद्रीय सरकारी कार्मिक पीपीओ/ पेंशनर पहचान पत्र की प्रति संलग्न करें
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आबंटन प्राधिकारी को अप्रेषित किया जाए

हस्ताक्षर मुहर सहित