

FACULTY HOUSE

Chaudhary Charan Singh, Haryana Agril. University Hisar
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1. Name of the Visitor (s) : _____
Designation & Pay Scale : _____
Full official address : _____
Mobile No./Email : _____
2. Purpose of Visit (Please mention) : Official _____ Private _____
3. Arrival Date & Time : _____
4. Departure Date & Time : _____
5. Types & No. of rooms required : VVIP _____ VIP _____
AC _____ DC _____

(AC/VIP room allowed only for officers in pay scale of Rs. 15600-39100 + 5400/- GP & above)

6. Details of Dining arrangement:-

Particulars of Meals	From	To	No. of Persons
Breakfast+Lunch+Dinner			
Breakfast only			
Lunch only			
Dinner only			

7. Bill to be settled by (Please tick) :
Visitor _____ Indenter _____ Department _____ Institute _____
(Indenter would be responsible for settling/resolving unpaid bills/dispute, if any.)

Signature of Indenter

Full Name _____

Designation _____

Deptt/Address _____

Mobile No. _____

For Office Use Only.

Approved as per Catg. _____ Room Rent @ _____

Advance deposited _____ Name/Sign of Receiver _____

Asstt. Manager (H)

Officer Incharge (H)

SVC/SPS