

REQUISITION FOR ACCOMMODATION IN FACULTY HOUSE, CCS HAU, HISAR

1. Name of the indenter \_\_\_\_\_  
Designation \_\_\_\_\_  
Full official address \_\_\_\_\_  
Telephone No. \_\_\_\_\_
  
  2. Room required VVIP \_\_\_\_\_ VIP \_\_\_\_\_ AC \_\_\_\_\_ DC \_\_\_\_\_  
Please mention pay scale + GP room required \_\_\_\_\_  
(AC room allowed only for officers in pay scale of Rs 15600-39100 + 5400/-GP)
  
  3. Date of requirement of room From \_\_\_\_\_ To \_\_\_\_\_
  
  4. Full Official address of visitor  
Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Pay scale: \_\_\_\_\_  
Official address with telephone No. \_\_\_\_\_  
\_\_\_\_\_
  
  5. Home address \_\_\_\_\_  
\_\_\_\_\_
  
  6. Pleasemention whether:  
On Duty \_\_\_\_\_  
Not on duty \_\_\_\_\_  
Private \_\_\_\_\_
  
  7. If official visit ( please indicate)  
a) Purpose of visit \_\_\_\_\_  
b) Deptt./Office to be visited \_\_\_\_\_  
c) Whether invited by CCS HAU \_\_\_\_\_  
d) In case of foreigner whether \_\_\_\_\_  
sponsored by ICAR/GOI \_\_\_\_\_
- Signature of Indenter  
Full Name \_\_\_\_\_  
Telephone No. \_\_\_\_\_

Note:

1. All the teacher/scientists/officers may send their request through Proper channel.
2. In case of progressive farmer, the application should be routed through Director Extension Education.
3. The occupants shall be responsible to pay full cost of any damage or shortage of items in the room.
4. The occupants shall be responsible for their own belongings/valuables. They are requested to check the room before departure and handing over the key of room to Faculty House staff.
5. Payment of room rent in full in advance at the time of booking if allowed.