



DEFENCE RESEARCH & DEVELOPMENT ORGANISATION

MINISTRY OF DEFENCE, GOVT. OF INDIA

APPLICATION FOR RESERVATION OF ACCOMMODATION IN TRANSIT FACILITIES

PARTICULARS OF THE APPLICANT

- 1. Name of the Applicant _____
- 2. Contact Details (Mobile No. & E-Mail) _____
- 3. Designation of the Applicant _____
- 4. Name of the Lab / Establishment _____
- 5. Working / Retired _____
- 6. Address of the Applicant _____
- 7. Station where TF is required _____
- 8. Any choice of TF in station _____
- 9. Purpose of Visit (Official / Personal) ✓ DRDO: _____ Others: _____ Personal: _____
- 10. No. of Rooms / Beds required Rooms: _____ Beds: _____
- 11. Duration of Stay (Period) From: _____ To: _____
- 12. Accommodation required for ✓ Self: _____ Family: _____ Guests: _____

PARTICULARS OF THE FAMILY / GUESTS

Name of the Family / Guest(s)	Relationship	Contact No.	Address

- 1. I certify that the particulars given above are correct.
- 2. I shall be responsible for the behaviour / conduct and payment of the room rent and all other related charges, in case the same are not paid by me / my family / my guests.

Date: _____ (Signature of the Applicant)

Recommended by
Name & Designation: _____

FOR OFFICE USE

Accommodation Availability ✓: Booked / Not Booked Station & Location: _____

No. of Rooms / Beds: Suites: _____ Rooms: _____ Beds: _____ Period: From: _____ To: _____

Category of Transient(s) ✓: DRDO / Non-DRDO Rent: As per Applicable Category

Please note that in case of important DRDO technical activities / official functions and / or arrival of important senior officials / dignitaries, the department reserves the right to cancel full / partial booking. In such cases, intimation will be sent to the applicant(s) by email / telephonically.

Date: _____ (Authorised Signatory)