

PROFORMA

To

The Under Secretary (General Section)
CSMRS
Olof Palme Marg
Hauz Khas
New Delhi-110016

Sub: Request for booking of Room in CSMRS Hostel, New Delhi.

Sir,

Please arrange to book a Room(s) in the CSMRS Hostel. The necessary details are furnished below:

1. NAME OF THE OFFICER:
2. DESIGNATION:
3. DEPARTMENT/MINISTRY:
4. PERIOD OF STAY:
5. PURPOSE OF VISIT:
6. OFFICIAL ADDRESS:
PHONE NUMBER (With STD code):
7. IDENTITY CARD NO.:
8. RESIDENTIAL ADDRESS:
PHONE NUMBER (With STD code):
9. LOCAL CONTACT ADDRESS, IF ANY:
10. NAME OF THE TRAINING COURSE:

Date:

Signature

Forwarded by:

Note: Send this letter on above mentioned address.