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| **CSIR- Human Resource Development Centre,**  **Kamla Nehru Nagar, Ghaziabad**  (Near ALTT Centre Bus Stop) | | | | |
| **REQUEST FOR BOOKING CSIR-HRDC GUEST HOUSE ACCOMMODATION** | | | | |
| Guest House In-charge E-Mail: [gh@csirhrdc.res.in](mailto:gh@csirhrdc.res.in), Ph. No.: 0120-2783069 | | | | |
| Date : | | |  | |
| To  The Guest House In-charge,  CSIR-HRDC,  Sector-9, Central Government Enclave, Kamla Nehru Nagar,  Ghaziabad. | | | | |
| Kindly provide accommodation at CSIR-HRDC guest house, Ghaziabad, as per following details: | | | | |
| Name, designation & address of person requesting accommodation. (Employee of CSIR may please mention name of Lab.): |  | | | |
| Name(s) of the person for whom accommodation is requested and relation with the CSIR employee: | Name | Age | M/F | Relation/ Designation |
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| Period for which accommodation is required: |  | | | |
| Date and Time of Arrival: |  | | | |
| Date and Time of the Departure: |  | | | |
| Number of rooms / beds required: |  | | | |
| Purpose of visit:  (Official / Personal / Medical) |  | | | |
| Mobile/Telephone Number of Indentor/Guest |  | | | |

**Note: Please fill the above format and then copy & past it directly in your e-mail instead of submitting scanned copy.**