

**CSIR-INSTITUTE OF MINERALS & MATERIALS TECHNOLOGY**  
(Council of Scientific & Industrial Research)  
BHUBANESWAR – 751 013.

**REQUISITION FORM FOR GUEST HOUSE ACCOMMODATION**

<b>1.</b>	<b>Name of the Guest(s)/Visitor(s):-</b>		
<b>2.</b>	<b>Name(s) of the person accompanying the guest/visitor and their relationship with the guest:-</b>	<b>Names</b>	<b>Relationship</b>
		<b>1.</b>	
		<b>2.</b>	
		<b>3.</b>	
		<b>4.</b>	
<b>3.</b>	<b>Address of the guest/visitor:-</b>		
		<b>E-mail:</b>	<b>Mobile:</b>
<b>4.</b>	<b>Duration of stay:</b>	<b>From:</b>	<b>To:</b>
	<b>Date/time of arrival:</b>		<b>Time:</b>
	<b>Date/time of departure:</b>		<b>Time:</b>
<b>5.</b>	<b>Purpose of the stay at GH:</b>	<b>OFFICIAL</b>	<b>PERSONAL</b>
<b>6.</b>	<b>Categories of the visitor (Pl. tick appropriate row as applicable mentioned below)</b>		
		(a) CSIR Officials and any other officials visiting IMMT for CSIR/IMMT work:-	
		(b) CSIR officials visiting Bhubaneswar for some other Official works:-	
		(c) CSIR employees, family members of CSIR employees, and their close relatives including pensioners on their personal visit:-	
		(d) Any other government officials having relation with IMMT/CSIR for their official work:-	
		(e) Private guests of CSIR/IMMT Employees (Pl. specify the relationship):-	
		(f) NRI / Foreigner (the indenter is responsible to intimate regarding foreigners visit to the appropriate authority & obtain approval as required under the rules):-	
		(g) Others (pl. specify)	
<b>7.</b>	<b>Bills to be settled by (applicable to IMMT staff only)</b>	<b>GUEST/INDENTER</b>	
	<b>Indenter's Signature</b>	<b>Signature of HOD(in case of 6(a)</b>	
	<b>Date:</b>		

**NB- The visitor/guest should carry ID proof to be verified if required.**

- NB: a) CSIR Employee/Family Members of CSIR Employee/CSIR Pensioners – Rs.20/- per day per head  
b) Non-CSIR official invited/deputed for CSIR/IMMT Work – Rs.40/- per day per head  
c) NRI/Foreigner – Rs.500/- per day per head  
d) Others – Rs.250/- per day per head