



ICMR- National Institute for Research in Environmental Health (NIREH)
Bhopal Bypass Road, Bhauri, Bhopal – 462030, Madhya Pradesh

Guest House Accommodation Requisition Proforma

Name of the applicant and address:	
Contact Number:	
Email:	
Name of guest/s and address:	
Contact Number:	
Email:	
Purpose of visit:	
Guest categorization: A) ICMR staff on official duty B) ICMR staff on Private visit C) Non ICMR staff on ICMR duty D) Non ICMR employee on Private Visit	
Number of Rooms required:	
Total no. of guests:	
Date of arrival:	
Approximate time of Arrival:	
Date of Departure:	
Approximate time of Departure:	
Tentative Duration of stay:	
Signature of the applicant with date:	

For Office Use

Room/s Allocated	
Whether information on availability of accommodation communicated to the applicant	
Total amount to be paid (Payment receipt no. to be entered on payment)	

Signature of the I/c Guest House

Approved/Not approved

Director