

INDIAN STATISTICAL INSTITUTE
BANGALORE CENTRE

REQUEST FORM FOR GUEST HOUSE ACCOMMODATION

UNIT:

1. Name of the Guest, Capital Letter, :
Address and Mobile Number

2. Nature of the Guest :

Programme participant ☐

ISI workers for ISI work ☐

Non ISI workers ☐

Visiting Scientist ☐

External funded scientist ☐

ISI workers for personal work ☐

3. Purpose of Visit :

4. Mode of the payment :

Departmental budget adjustment ☐

Self payment ☐

Adjustment from the honorarium ☐

External funded ☐

5. Room details :

Single/double/executive room/hostel/
Quarters/RSH

No. of Rooms : Room No.:

6. Duration of stay :

Amount per day as per
Guest house office order :

Date of arrival :

Date of departure:

7. Approval :

Signature of Guest or representative

Head of the Unit

Guest house In-charge

Head of the Centre

Copy to Accounts (if adjust from honorarium/adjust from external funded)