



CSIR – NATIONAL PHYSICAL LABORATORY



Dr. K S KRISHNAN MARG, NEW DELHI – 110012
(Landmark: Near IARI PUSA)

E:mail : nplguesthouse@nplindia.org, Phone & Tele-fax : 01145608504

GUEST HOUSE ACCOMMODATION REQUEST FORM

Date :

Name of Applicant : _____
I D No. : _____
Division : _____
Lab. : _____

Purpose of visit Please Tick	
Official	Personal

S.no	Name of Guest	Designation	Relationship	Age	Gender

Guest Address :

Contact No.	Fax No, if any :	Email if any
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Arrival Date & Time :

Departure Date & Time :

Expenditure chargeable to Individual/Project No.

HOD, Signature

For Office Use

COA, NPL _____ In-charge, Guest House _____

- PS : 1) Guest are requested to produce ID Cards upon arrival at guest house
2) Incomplete requests will not be entertained
3) Charges will be collected in cash/ Indian currency only

CHARGES OF NPL GUEST HOUSE

S.No.	Category	AC Room/Per Bed/Per Day
1	CSIR Employees, Retired Employee and their depended family members	Rs.25/-
2	Official expert members invited for CSIR work (Approval of HOD is required)	Rs.250/-
3	Invitees (people who come to deliver lecture or under special invitation)	Will be decided by Director, NPL
4	Relatives of CSIR employees	Rs.250/-
5	Friend/Persons guest of CSIR employees & person other than CSIR Lab. for personal visit.	Rs. 400/-
6	Foreigner/ NRI In case the foreign delegate is staying under a collaborative project, the rates charged will be as per the guidelines by sponsoring agency like CSIR, DST	Rs. 800/-
7	Beyond 7 days	Rs.1000/-