

REQUEST FOR BOOKING OF REST HOUSE, ISLAMABAD

Name of officer/staff with Designation: _____

Department (Complete address): _____

CNIC No.: _____ Contact No.: _____

Mobile No.: _____ PIN No.: _____

Purpose of Visit: _____

(Mention course title in case of training at SES)

Duration of stay: From _____ To _____

Signature of applicant: _____

Date: _____

Head of applicant's department/organization

(For endorsement)

Signature with date: _____

(fax it at 051-9258524 after filling in)

(FOR SES TRAINING DIVISION ONLY)

Officer Incharge REST HOUSE ISLAMABAD

(Confirm Room availability)

(Available/Not Available)

Approval of Booking: _____

(MANAGER TRAINING, SES)

Room allotted: _____

Rates:

Sr. No.	Description	Rate per night
1.	Officer or staff on official training at SES Dte. from strategic or non-strategic government organizations.	Equal to 01 DA of the officer/staff
2.	For private participant visiting SES for training courses	Rs. 1000/-per participant.

Note:

1. Expenditure on Breakfast/Meal etc. would be as per actual and exclusive of room rent charges.
2. Booking will be made subject to availability of accommodation.
3. Guest is requested to clear his room rent and other charges at check out.