

**REQUISITION FOR RESERVATION OF ACCOMODATION IN
TAMIL NADU HOUSE, NEW DELHI / TAMIZHAGAM, UDHAGAMANDALAM.**

1. Name of the Officer :
2. Designation (and Grade)
3. Department/Organisation :
4. Whether Tamil Nadu Govt. / Govt. of India/
Tamil Nadu Govt Undertaking/Govt. of India
Undertaking. :
5. Brief purpose of visit to :
6. Whether Official/Personal :
7. If accompanied by the family members, please
state number of members, relationship with the
visitor and the age of the members :
8. Duration of stay for which accommodation is required :
9. Mode of arrival (Flight No/Train No. and date
shall be given) :
10. Whether transport is required (Transport from
Railway Station shall not ordinarily be provided) :
11. Any other particulars :

Place : Chennai

Date :

Signature of the Officer/Applicant

Name in Block letter

Signature of Head of Office