



# CIVIL SERVICES OFFICERS' INSTITUTE

VINAY MARG, CHANAKYA PURI, NEW DELHI-110021

WEBSITE : www.csoi.org.in

## APPLICATION FOR RESERVATION OF ACCOMMODATION

1. Name (Block Capitals) .....
2. Membership Number (local/Outstation) .....
3. Full Address .....
4. Telephone Numbers Office..... Res.....
5. Number of room required .....
- (a) Whether a Car Parking is required if (Yes) please mention car No. ....
6. Details of room occupants:
  - (a) Self..... (b) Wife.....
  - (c) Sons/ Daughters..... (below 3 years.....)
  - (d) Guest.....
7. Extra cots required.....(Rs. 200/- for Extra Cot)
8. Period for which accommodation is required: From.....12 hrs to..... 12 hrs.  
(Booking for maximum 3 days at a stretch)
9. Whether you own a house in Delhi (Yes/No)
10. Advance paid Rs..... vide RCP No..... dated.....
11. Certified that I have read and understand the contents of the SOP/Rules/Bye-Laws pertaining to the accommodation. Room tariff will be as valid on the day of occupation.

Dated.....

Signature of the applicant  
P.T.O.

### ACKNOWLEDGEMENT

1. Received application for allotment of a.....from.....to.....  
Membership No..... with an advance of Rs.....in cash / cheque  
No..... dated.....
2. The application has been registered in the Register at Serial.....on Page No.....and  
your seniority for allotment of accommodation stands at serial.....
3. Members occupying Rooms will be charged Rs. 1200/- per day. Relatives / Guest of members will be charged  
2500/- per day.
4. A member can only book two rooms at a time only once a year. Excess bookings if approved will be at double  
tariff.

Dated.....

(Manager Front Office)

Membership No. ....

Identity Card details .....

**Note:**

- (1) The correct details of additional members occupying the room i.e. number of individuals, giving their names and relationship with the member must be recorded.
- (2) All payments are to be made by local Delhi Clearing Cheque / D. D. Outstation Cheques are not acceptable.
- (3) Certified that I will not be keeping any pet dogs in the room during my stay.
- (4) Certified that NO Foreign Nationals will be residing with me in the Residential Rooms.
- (5) Certified that I have read and understood the contents of the SOP/Rules pertaining to the rooms.

Yours faithfully,

Signature of the Member