

Application Form for booking of Inspection Quarter

To,

The Chief Postmaster General,
Uttarakhand Circle,
Dehradun - 248 001

1.	Name and designation of the officer seeking booking of IQ	Name :			
		Designation :			
2.	Contact details of the officer seeking booking of IQ	Office :			
		Residence :			
		Mobile :			
		e-mail ID :			
3.	Names of persons accompanying the officer and their relationship with the officer	Sl. No.	Names	Contact No.	Relationship with the officer
		1.			
		2.			
		3.			
		4.			
4.	In case the officer is seeking booking for another person, names & addresses of all the persons who would be staying in the IQ (Please note that they would be required to produce a photo ID, and a photo copy of the ID to the IQ caretaker. Caretaker will retain the photocopy)	Sl. No.			
		1.			
		2.			
		3.			
		4.			
5.	Period/Date for which the IQ is required				
6.	Number of days for which booking is required				
7.	Purpose of booking				

(a) I certify that the information given above is correct, and I vouch for the good behaviour of the persons staying in the IQ on my requisition and to make good any loss that they may cause to the building or property during their stay at the IQ.

(b) I also understand that the allotment of IQ, if made, can be cancelled at any stage, and that in case the IQ is required for use by the officers of the Department, it would be vacated immediately by the persons for whom I have requested accommodation in IQ.

(c) I also undertake to pay any admissible charges for stay in the IQ in case the persons for whom I am requesting the accommodation fail to pay such charges.

Place :

Date :

Signature

Name

Designation

Terms & Conditions

1. As per Dte. letter No. 6-5/2009-Bldg dtd. 27.8.2012, the tariff for occupation of IQ is as follows:-

Sl. No.	Category of visitor in IQ	Rent per day (More than six hours)	
		'X' Class Cities	'Y' & 'Z' class cities
1.	Officers of DOP on official visit	Rs. 25/-	Rs. 25/-
2.	Officers & dependent family members of DOP on personal visit	Rs. 100/-	Rs. 50/-
3.	Retired Officers of DOP	Rs. 100/-	Rs. 50/-
4.	Other Govt./PSU officers on official visit and others.	Rs. 250/-	Rs. 150/-

These rates include the charges for electricity & refrigeration.
The charges for the use of A.C. : Rs. 20/- per day or a part thereof
Room heaters : - Rs. 10/- per day or a part thereof

2. The reservation will be liable to be cancelled on visit of any higher authorities.
3. **He/She will be asked to produce his/her identity as per instructions issued vide Dte. Letter No. 18-6/2009-Bldg dtd. 12.2.2010.**
4. The period of stay will be limited to maximum days allotted.
5. The reservation is valid to the officer and his family.
6. Only two adult persons are permitted to stay in a room. In case of couple, two unmarried children can stay with them in same room.
7. Please collect the key/s of room/s upto 19.30 hrs. from Caretaker.