

सवारी डिब्बा कारखाना, चेन्नै - ६०० ०३८.
INTEGRAL COACH FACTORY, CHENNAI - 600 038.

से/From:

दिनांक/Date:

नाम/Name :

पदनाम/Designation :

कार्यालय का पता/Office Address :

को/To:

मप्र के सचिव/सडिका
Secretary to GM/ICF

FAX No. 044-26260152

विषय/Sub: Request for accommodation at ICF guest house – reg.

Kindly provide accommodation in ICF guest house as per the details furnished below:

Sl. No.	Details	
1	Name of the occupant	
2	Relationship	
3	No. of persons	
4	Nature	On Duty/Transfer to ICF ⁴ /Leave ⁵ /Retiree ⁶ /Guest ⁷
5	Period from	
6	Period to	
7	Mobile number	

^{4, 5, 6, and 7}: Refer respective para number of ICF guest house rules and regulations.

घोषणा/Declaration:

1. I hereby declare that the above particulars given by me are true to the best of my knowledge and belief.
2. I hereby undertake to pay the charges as applicable.

हस्ताक्षर/SIGNATURE

(Officer Designation and office seal)