

**BANGLADESH-INDIA FRIENDSHIP POWER COMPANY (PVT.) LIMITED**

(A Joint Venture of BPDB and NTPC Limited)

www.bifpcl.com

Ref: BIFPCL/MSTPP/HR/Guest House Booking/2024/

Date:

GUEST HOUSE REQUISITION FORM

(For BIFPCL / For Agencies)

A. REQUISITIONER'S INFORMATION

- | | |
|-----------------------|--------------------|
| 1. Name of Employee : | |
| 2. Employee ID : | 3. Designation : |
| 4. Department : | 5. Mobile Number : |

B. GUEST'S/ OCCUPANT'S DETAILS

- | | | | | | |
|--------------------|-----|-----|-----|-----|-----|
| 1. Name : | 1). | 2). | 3). | 4). | 5). |
| 2. Designation : | | | | | |
| 3. Organization : | | | | | |
| 4. If Kith & Kin : | | | | | |

C. GUEST HOUSE REQUIREMENTS

- | | |
|---|----------------------|
| 1. Request for Number of Rooms : | 2. Number of Guest : |
| 3. Types of Guest House : A. Studio Apartment (SA); B. Field Hostel (FH); C. A-Type; D. Padma Abashan (PA); E. Others | |
| 4. Duration of Stay : From : | To : |
| 5. Time of Stay : Entry : | Exit : |
| 6. Total Days : It should be counted automatically based on C (4&5) | |

D. REASONS FOR GUEST HOUSE

- | | | | |
|-------------------------------|-----------------|--|-----------|
| 1. Reason : A. Official | B. Personal | C. External | D. Others |
| 2. Treated As : A. Chargeable | B. Lodging Free | C. Company Guest (Boarding&Lodging Free) | |

E. SIGNATURE SECTIONSignature of RequisitionerSignature of the HoDSignature of P&S (If Official)**TO BE FILLED BY HUMAN RESOURCE DEPARTMENT****A. Allotment Status:****B. Remarks:**Signature of HR RepresentativeSignature of HoD (HR)Signature of PD (If Required)**Registered Office:**Unique Heights (Borak), Level-17, 117 Kazi Nazrul Islam Avenue
Eskaton Garden, Dhaka-1000.**Plant Office:**Village: Shapmari-kathakhali, Rajnagar Union and Khoigar-Dashkathi, Gouramva
Union, Thana & Upzilla: Rampal, District: Bagerhat.