

Deputy Chief Secretary - Admin,
639/1, Navalar Road,
Jaffna.

Serial No.

Application to stay at the Circuit Bungalow - Ratmalana/ Kilinochchi/ Aththurugiriya

Full name of the occupant:

Designation:

NIC number:

Phone No.:

Permanent address:

Purpose of the visit:

Duration of stay:

Others accompanying with occupant(if any):

S.No.	Full Name	Relationship	NIC Number
1.			
2.			
3.			
4.			
5.			

If the officer has come by vehicle:

Vehicle number:

Name of the driver:

NIC number of the driver:

I declare that the details furnished by me are true and I kindly request you to grant me permission to stay with aforementioned members of my family/ accompanied persons in number from till

.....
Date

.....
Signature of the occupant

Recommended/ Not Recommended

Reason:-

(If not recommended please specific the reason)

Date : -.....

.....
Head of Department
(Official Frank)

Caretaker,
Circuit Bungalow - Ratmalana/ Kilinochchi/ Aththurugiriya

Please allow this officer and aforementioned his/her family members/accompanied to stay at the Circuit Bungalow persons during the said period.

.....
Date

.....
Deputy Chief Secretary/Assistant Chief Secretary

Deputy Chief Secretary - Administration - N.P

Payment sum of Rs. is received from Mr/Mrs/Miss as
room charges/parking charges. Receipt no. issued.

Deposit Date :

Deposit Amount : Rs.....

Date:

.....
Signature of the caretaker