**Date:**

TO,

The Guest House In-charge,

Damanganga Guest House,

CGST, Daman Commissionerate

**Sir,**

**Subject: Booking of the Guest House of CGST Daman Commissionerate at GST Bhawan, Vapi -m/r**

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1. Name:………………………………………………………………………………………
2. Designation:…………………………………………………………………………….
3. Place of Posting (Office Ful address):………………………………………………………………………………………

………………………………………………………………………………………………………………………………………………

1. Mobile No.:……………………………………………………………………………………..
2. Type of Visit:

(Private/Official)…………………………………………………………………………….

1. Date of Arrival & Departure:

Period of Stay………………………………………………………………………………….

Copy of ID Proof attached.

In view of the above, it is requested please grant the permission to stay for the above said period in guest House.

Signature

Applicant Name