

APPLICATION FOR STAY IN FOREST REST HOUSE, MOREH

To

The Principal Chief Conservator of Forests,
Government of Manipur.

**Subject:- Request for reservation of room(s) in the Forest Rest House,
Moreh, Manipur.**

Sir,

I am to request you to please reserve the following room(s) in the Forest Rest House, Moreh:-

1). Double occupancy room(s) _____ No.(s).

2). Single occupancy room(s) _____ No.(s).

The period of my/our stay will be from _____ to _____.

The above room(s) may be reserved in favour of Shri/Smt./Km.
_____ Designation _____ and the following members of his/her party:-

Sl. No.	Name	Relationship	Address
1.	2.	3.	4.

The purpose of my/our visit is _____ (official/official on private purpose/other than official).

I/we agree to pay the room rent and also abide by the rules governing the stay in the Rest House.

Place:

Date:

Yours faithfully,

Signature: _____

Name: _____

Designation: _____

Address: _____

“ TERMS AND CONDITIONS FOR OCCUPYING FOREST REST HOUSE ”

1. The Range Officer/Moreh shall realise the room rent in advance before allowing the visitors to occupy the rooms at Forest Rest House, Moreh.
2. The In-charge of the Forest Rest House, Moreh shall open the rooms after verifying payment of room rent in advance.
3. Not more than 2 (two) persons shall occupy one room at a time.
4. Visitor occupying the room for 6 (six) hours shall be treated to have occupied for one whole day.
5. Checking out time shall be at 12 (twelve) noon.
6. The Range Officer, Moreh shall arrange to remit room rent realized by him to the treasury as soon as possible and the same shall be accounted for the monthly compile cash account of his Range office.

7. RENT TARIFF:-

Sl. No.	Particulars of Visitor	Double occupancy	Single occupancy
1.	2.	3.	4.
1.	Official on duty	Rs.130 + 20 = Rs.50/-	Rs. 90 + 10 = Rs.100/-
2.	Official on private	Rs.180 + 20 = Rs.200/-	Rs.120 + 10 = Rs.130/-
3.	Non official	Rs.250 + 20 = Rs.270/-	Rs.170 + 10 = Rs.180/-
4.	Forest Officers	Rs. 80 + 20 = Rs.100/-	Rs. 40 + 10 = Rs.50/-

* Additional charges are meant for washing for which no receipt will be issued.

Sd/-
(S. Singnit)
Principal Chief Conservator of Forests,
Government of Manipur