



## **PAEC (NIFA) REST HOUSE, RESERVATION PROFORMA**

Ph#: 091-2964060-2, 2964064 Fax#: 091-2964059

**Below information is mandatory for reservation at NIFA, Rest House:-**

Name of the Officer:	
Designation & Scale:	
Project/Centre Name with Address including P.O Box (if any):	
Contact # (office):	
Office Fax #:	
Mobile #:	
Nature of Visit (Official/Private):	
Purpose of Visit:	
No. of room(s) required:	
<b><u>No. &amp; detail of Family Members:</u></b> (Name, CNIC# and relationship with the officer). Detail may be furnished on separate page (if req) duly verified from concerned Head Admin ( <b>Mandatory</b> )	
<b><u>Detail of Vehicle:</u></b> (Make/Type, Color, Reg # as well as name & CNIC# of driver	
Dates required:	Check in date To Check out date
<b><u>Detail of Occupancy Charges for NCA Employees (In-Service/Retired):</u></b>	
<b><u>Charges on account of Official Stay:</u></b>	@(02 x DA) Per head
<b><u>Room Charges on account of Private Stay:</u></b>	
• Stay with/without family	Rs.800/- per night.
• Retired NCA employees (officers only) with/without family	Rs.800/- Per night.
• Private – Other than NCA Employees (officers only)	Rs.1000/- Per night.

#	Period of stay	Authority
1.	1 – 15 days	Local Authority to whom powers delegated
2.	16 – 30 days	Member (Admin)
3.	Beyond 30 days	Chairman

**Note:** The rates would be inclusive of A.C/Heating charges where provided/available. These rates are subject to revision from time to time. **Only the officer in SPS-8 and above are allowed to stay in the NIFA Rest House. Booking must be made at least 02 x days advance before arrival, otherwise reservation request will not be entertained. Cooking facility is not available.**

**Signature of the Officer**

**Recommendations of Concerned Head Admin/Head of Estt.**

### **FOR OFFICE USE ONLY**

Available Room(s) #: \_\_\_\_\_ Dates Available: \_\_\_\_\_ / \_\_\_\_\_ /202 to \_\_\_\_\_ / \_\_\_\_\_ /202 .

**Approved/Not Approved**

**Head Administration, NIFA**

**NOTE.** Brothers, Sisters and other Guests are not allowed vide PAEC HQ OM No. 33(71)/2013-Admin-III dated 19.08.2013. In case of Forced Longer stay at PAEC (NIFA) Rest House, Peshawar provide valid reason and evidence. The said proforma can be downloaded from NIFA, Official Website i.e. [www.nifa.org.pk](http://www.nifa.org.pk). However, without the signature of concerned Head Admin/Head of Estt., reservation request will not be entertained. **Scanned signature on the proforma will not be acceptable.**