



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 (BPS/SPS): | |
| 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: | |
| <u>No. & detail of Family Members:</u> (Name, CNIC# and relationship with the officer). Detail may be furnished on separate page (if req) duly verified from concerned Head Admin (Mandatory) | |
| <u>Detail of Vehicle:</u> (Make/Type, Color, Reg # as well as name & CNIC# of driver | |
| Dates required: | Check in date To Check out date |
| <u>Detail of Occupancy Charges for NCA Employees (In-Service/Retired):</u> | |
| <u>Charges on account of Official Stay:</u> | @(02 x DA) Per head |
| <u>Room Charges on account of Private Stay:</u> | |
| • 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.2,000/- 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 and subject to the revision of rates 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. **Further, reservation request should be routed through concerned Head Admin or Head of Establishment, otherwise reservation request will not be entertained. Cooking facility is not available.**

Signature of the Requisitioning Officer

Concerned Head Admin or Head of Estt.
(signature with by name stamp)

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. 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.**