

BOOKING OF GUEST CABINS AT INS SHIVAJI

1. GUEST CABINS :

- i. VIP 1/2/3 (CMDE & ABOVE)
- ii. VIP 4/5/6/7(CAPT & ABOVE)
- iii. ATITHI 1-15 (FOR ALL OFFICERS & GUESTS)
- iv. F Block 1-12 (FOR ALL OFFICERS AND GUESTS)
- v. ASHIYANA 1/2/3(FOR ALL OFFICERS & GUESTS)
- vi. SAILORS HOLIDAY HOME (ALL SERVING & EX-SAILORS)

CHECK IN: 1100HRS

CHECK OUT: 1000HRS

2. PARTICULARS OF OFFICER/SAILOR:

Name: _____

Rank & Personal No: _____

Present Unit: _____

Last unit severed (for ret'd. personnel): _____

IC Card No: _____

Address & Contact No:

Type of Cabin: _____

Duration of Stay: _____ From: _____ To _____

Vehicle Particulars _____

Nationality _____

3. PARTICULARS OF GUESTS:

Name: _____

Relationship: _____

Address: _____

Contact No: _____

Nationality _____

Signature _____

Allotting Authority

Note:

- Forms to be filled and forwarded to CO INS Shivaji for booking at FAX NO. 02114-284701
- Bookings will be confirmed on phone.
- Cheque in favour of CO INS Shivaji to be forwarded post confirmation & at least 5 days prior to booking date.
- All bookings are to be confirmed 03 days in advance. Any cabin booking may be canceled by the allotting authority owing to service exigencies.
- No pets are allowed in guest cabins.
- In case of any ambiguity the decision of the allotting authority will be final.
- Accommodation for Drivers/ Servant will be the sole responsibility of the Guest.

Telephone Nos

SO TO CO (for Ashiyana and VIP Cabins only) 2202/02114285202

MESS SECRETARY (for other Officers cabin) 2311/02114285311

ACCOMMODATION OFFICE (for Sailors Holiday home) 2504/02114285504