

**APPLICATION FORM FOR ACCOMODATION AT
GOVERNMENT REST HOUSE, MONTE HILL, MARGAO - GOA.
Tel. No.: 0832-2715596.
www.southgoa.nic.in**

Application duly filled in should be delivered at the Office of the Collector, South Goa District, Matanhy Saldanha Administrative Complex, Margao – Goa or e-Mail a scanned copy in “pdf” format at cols.goa@nic.in

1.	Name of the Applicant/Applicants for whom accommodation is required	1.									
		2.									
		3.									
		4.									
		5.									
		6.									
		7.									
2.	Address of the Applicant & e-Mail Address:										
3.	Phone No. of the Applicant										
4.	Whether Govt. Servant or Private Person:										
5.	Purpose for which accommodation is required: (OFFICIAL/NON-OFFICIAL/ PRIVATE)										
6.	Tick mark where accommodation is required	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; border: none;">ROOM</th> <th style="text-align: center; border: none;">COTTAGE</th> <th style="text-align: center; border: none;">CONFERENCE HALL</th> </tr> </thead> <tbody> <tr> <td style="text-align: center; border: 1px solid black; width: 33%; height: 20px;"><input type="checkbox"/></td> <td style="text-align: center; border: 1px solid black; width: 33%; height: 20px;"><input type="checkbox"/></td> <td style="text-align: center; border: 1px solid black; width: 33%; height: 20px;"><input type="checkbox"/></td> </tr> <tr> <td colspan="3" style="text-align: center; padding-top: 10px;"> Check in 12.00 noon Check out 12.00 noon Check in date _____ Check out date _____ </td> </tr> </tbody> </table>	ROOM	COTTAGE	CONFERENCE HALL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Check in 12.00 noon Check out 12.00 noon Check in date _____ Check out date _____		
ROOM	COTTAGE	CONFERENCE HALL									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>									
Check in 12.00 noon Check out 12.00 noon Check in date _____ Check out date _____											
7.	Period for which accommodation is required										
8.	No. of Rooms/Cottages Required										
9.	Signature of the Applicant:										

N.B:

Cancellation of Reservation shall be made on written request before 24 hours of check-in. Refund is not admissible on cancellation of accommodation on the day of check-in. Reservation charges should be deposited with the Manager of Government Rest House, Monte Hill, Margao – Goa. **All the Guests occupying the Govt. Rest House, Monte Hill, Margao are required to enclose their Proof of Photo Identity strictly alongwith this form for allotting the Rooms/Cottages.**

INSTRUCTIONS

1. The Applicants to whom accommodation if required, in Government Rest House, Monte Hill, Margao – Goa should give details in the prescribed form. In case official on tour/duty he/she should produce a letter from the Head of Department/Office.
2. The Accommodation shall be provided only to those persons, in whose name the accommodation is booked.
3. Booking of reservation will be accepted **TEN - DAYS** in advance during office hours on any working day.
4. In case the party is not a Govt. Official or not belonging to State Govt. with which this Administration has reciprocal arrangements, the charges shall be levied as if for private purpose.
5. Reservation charges should be deposited with the Manager of Government Rest House, Monte Hill, Margao – Goa in **Advance**.
6. Reservation charges after expiry of 8 days, the room tariff to be levied will be double of the actual room tariff in all the above three categories, for a period of 30 days. After expiry of 30 days the room tariff shall be as charged to private individual.
7. The Reservation made is subject to availability.
8. Cancellation of Reservation shall be made on written request before 24 hours of check-in.
9. Failing to arrive at the schedule date, the reservation is liable to be cancelled.
10. In case of Official on duty failing to arrive on scheduled date, the reservation made for is liable for cancellation, unless intimated in advance.
11. The Administration reserves the right to cancel any reservation made without any prior notice.
12. All the Guests occupying the Govt. Rest House, Monte Hill, Margao **are required to enclose their Proof of Photo Identity strictly alongwith this form for allotting the Rooms/Cottages.**