

**REGIONAL TRAINING INSTITUTE, CHENNAI  
INDIAN AUDIT AND ACCOUNTS DEPARTMENT  
APPLICATION FOR ACCOMMODATION IN RTI HOSTEL AT CHENNAI**

1. Name of the Applicant:		2. Designation :	
3. Office where working:		4. Office ID No:	
5. Department:		6. Mobile No:	
7. Office Address		8. Residential Address:	
9. Purpose of Visit : (please tick): Official Tour/ Personal visit*			
10. Period of Stay required :		From: _____ To _____	
11. In case of Non-IA&AD Personnel, Name of the Recommending Officer _____			
12. Details of the Guest			
Sl.No	Name (Shri/Smt.)	Relationship with the applicant	Aadhar No
<b><u>Declaration by the Applicant</u></b>			
<p>I agree that the accommodation asked for in the Hostel will be occupied by me or my dependent family members. I undertake to vacate the accommodation on .....(FN/AN) and will not overstay. I certify that the information given above is correct and that nothing has been concealed. I shall abide by the prescribed Rules/orders/Terms and conditions, covering this allotment. I agree to pay for food if any, directly to the caterer. I have gone through the terms and conditions of the booking as uploaded on the website.</p> <p style="text-align: right;">Signature of the Applicant</p>			
<b><u>Verification by the Administration</u></b>			
(Applications not verified by the administrative office of applicant will not be entertained)			
<p>Certified that</p> <p>(a) Shri/Smt.....Designation..... is a permanent employee of this office.</p> <p>(b) He/She has been authorized by this office to perform official journey from ..... to..... at Chennai (copy of tour programme to be enclosed.)</p> <p>(c) the family details furnished by official is verified (in case of personal visit).</p> <p style="text-align: right;">Signature with office seal <i>(not below the rank of welfare officer)</i></p>			
<p><i>*As per Headquarters Directions, priority in allotment of rooms will be given to (i) Trainees of RTI (ii) IA&amp;AD officers/officials on duty. (iii) IA&amp;AD officials (on transfer/not on duty/ retired persons) (iii) Near relatives of IA&amp;AD personnel on Medical Grounds, provided such request (Application form) are forwarded through proper channel.</i></p> <p><i>*As per DG/RTI instructions, allotment of rooms will be considered for relatives only on medical check-up / treatment and college admission.</i></p> <p><b><i>*Allotment of rooms for other reasons WILL NOT BE ENTERTAINED.</i></b></p>			