

NOTE

**IF YOU WILL NOT GET CONFIRMATION THROUGH RETURN MAIL WITHIN 48 HOUR'S
THEN PLEASE PRESUME THAT ACCOMMODATION IS NOT AVAILABLE**

REQUISITION FOR ACCOMMODATION AT SAINIK SARAI/ BHAWAN, JAMMU- (J&K)

PERMISSIBLE STAY AT SAINIK BHAWAN JAMMU IS JUST FOR – 03 (THREE) DAYS & 03 (THREE) NIGHTS ONLY

1. The following information for booking at our Sainik Bhawan, Jammu is furnished as under:-

- (a) Service No _____ Rank _____
- (b) Name _____
- (c) Aadhar Card No (Self) _____ (copy to be attached)
- (d) Category _____ (Officer / JCO / OR / Dependent / Civilian Officer's)
- (e) Home address / Unit / Formation address _____

- (f) Mobile No (Self) _____
- (g) Emergency Mobile No at Home _____
- (h) E-mail ID : _____
- (j) Check-in- date _____
- (k) Check-out- date _____
- (l) Number of visitor's _____
- (m) Number of Room's required _____
- (n) Details of dependent's / other member's with relation:-

(Relation _____)	(Relation _____)
(Relation _____)	(Relation _____)
(Relation _____)	(Relation _____)

2. Identity Proof is to be attached: Aadhar / Driving Licence / Election Card etc.

3. Booking Purpose _____

Signature of the Primary Applicant:- _____

SOP

STANDING OPERATING INSTRUCTION AT YOUR SAINIK BHAWAN (JAMMU) FOR VISITOR'S/GUESTS

- (a) Your Sainik Bhawan Jammu is totally polythene free zone area. Polythene is prohibited in the Sainik Bhawan.
- (b) No catering /Room Service inside Sainik Bhawan Jammu
- (c) Google link /Location of your Sainik Bhawan may be seen at our website - www.sainikwelfarejk.nic.in
- (d) Help line No of your Sainik Bhawan Jammu is : 9469069287/0191-2957784
- (e) Please send your booking request on our official mail id : secyjkrbs@gmail.com (OR) zswo-swd@jk.gov.in
- (f) Stay at Sainik Bhawan (Jammu) is – only 03 night's as per SOP of Sainik Welfare Deptt (Jammu and Kashmir).
- (g) No advance payment is being taken for booking at Sainik Bhawan (Srinagar).
- (h) Room rent will be as per night's stay at your Sainik Bhawan and not as per days. Please see rental charges on our website www.sainikwelfarejk.nic.in
- (j) Check in time will be after 12 PM & Checkout time will be before 12 Noon at Sainik Bhawan.
- (k) Possession and consumption of liquor is totally prohibited in the premises of your Sainik Bhawan.
- (l) It has to be ensured that while leaving room during your stay all electric switches to be off / fans to be off and all water tabs must be also off.
- (m) Washing of clothes inside Sainik Bhawan (Srinagar) is totally prohibited.
- (n) In case of Serving/Ex-Serviceman/Widows/War Widow you have to show your identity card issued by the Defence. No photo copy neither will be asked nor you should give any photocopy of Defence identity at reception. However, copy of your Aadhar Card has to be handed over on demand at reception as address proof.

“ WE CARE ”

Your Team Sainik Welfare, Jammu -(Jammu and Kashmir)

CERTIFICATE FROM THE APPLICANT / GUEST / DEPENDENTS / CIVILIAN OFFICER ETC

I, Sh / Mrs/ Miss _____ hereby declare/consent that I, have read and understand all the instruction's in the guest requisition form and assure Sainik Welfare Deptt (JK) that I will follow all the instruction's in letter and spirit during our stay at Sainik Bhawan, Jammu (Jammu and Kashmir).

Dated: _____

(Signature of the Applicant)

Name: _____