



Reservation Request Form

For

Visvesvaraya Bhawan

Odisha Engineers' Services Association

C-7640, Bhoi Nagar, Bhubaneswar, Odisha, Pin - 751022.

Please complete the request form and send it by e-mail/whatsapp to OESA.

E-mail address: oesa1958@gmail.com **Whatsapp no:** +91 7978152349

Member of OESA

Nonmember of OESA

Recommended by -----

Name: _____ Designation: _____

Department _____

Details of ID Proof Submitted _____

(AADHAR/HRMS ID/ DL/Voter Id)

Check in: _____ Check out: _____

Address: _____

City: _____ State: _____ PIN: _____

Country: _____ E-mail: _____

Phone: _____ Fax: _____

Membership reference of OESA _____

Status of clearance of OESA dues _____

(Signature of Applicant/Guest)

Accommodations –

Please select your room type:

Single Accommodation **Double Accommodation** **Reservation of Auditorium**

Driver Accommodation required

- Please settle your bill by online payment to OESA official account or by cash.

Payment Made (Paid to OESA account/ Cash) Details of Payment _____

(Signature of OESA official in Charge)

Arrival Date: _____ Departure Date: _____

Arrival Flight/Train no: _____ Arrival Time at the Airport/ Station: _____

Cancellation policy: Changes and/or cancellations are accepted 48 hours prior to the reserved arrival date. Guest who checks out prior to the reserved check-out date may incur an “early check-out fee” of one night charge. Guests wishing to avoid an early check out fee should advise the OESA at or before check-in of any change in the planned length of stay. The cancellation fee amounts to one night charge.