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| Name, Designation and Address of the Official |   |
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|  |
| Phone Number  |  |
| Email id |  |
| Name, Designation and Address of the Guest |  |
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|  |
| Type of Visit | Official |  |
| Personal |  |
| Purpose of visit |  |
| Arrival date and time |  |
| Departure date and time |  |
| No of rooms required  |  |
| No of persons |  |
| Type of id submitted to guest house |  |
| Signature of the official |  |