

**APPLICATION FORM FOR BOOKING OF
SHAPLA
BAF OFFICERS' MESS, DHAKA**

1. Officers' Particulars
a. Rank _____ b. Name _____
c. BD/ _____ d. Branch _____
e. Unit _____ f. Mob/Tel _____
2. Period of Booking
a. Date _____ to _____ Total _____ days
b. Reason of booking _____
3. Residents Name and Relationship
- | Name | Age | Relation |
|----------|-------|----------|
| a. _____ | _____ | _____ |
| b. _____ | _____ | _____ |
| c. _____ | _____ | _____ |
4. Requirement of other facilities : _____

- Date: _____
5. Remarks of Mess Secy:
Recom/Not Recom
- Sign _____
Name _____
Rank _____

- Date: _____
6. Remarks of PMC:
Recom/Not Recom
- Sign _____
Name _____
Rank _____

- Date: _____
7. Remarks by AOC:
Approved/Not Approved
- Sign _____
Name _____
Rank _____

- Date: _____
- Sign _____
Name _____
Rank _____

- N.B: (1) Max 7 days of booking can be made by an officer. In case of requirement for more than 7 days, separate letter is to be initiated by an individual to Base for onward approval of Air HQ.
- (2) After initial booking by telephone or any other means, the written application should reach to mess office at least three days prior to the actual date of arrival. If application form does not reach the mess office in time, the booking may be treated as cancelled.
- (3) An offr is not allowed to stay on other officers' booking.
- (4) Application may be submitted maximum one month before.
- (5) Application forms are available in web site www.baf.mil.bd/officersmessdhaka

POLICY FOR ALLOTMENT OF VIP SUIT PADMA AND JAMUNA
BAF OFFICERS MESS, TEJGAON

1. There following VIP rooms are available in BAF Officers Mess Tejgaon.
 - a. 2 VIP suites at 1st Floor Falcon Hall (Shapla & Shimul).
 - b. 2 VIP suites at the rear of the 1st Floor of Falcon Hall (Padma & Jamuna).
 - c. 4 VIP suites (Old VIP) adjacent to swimming pool (VIP- 1, 2, 3 & 4).
2. 'Shapla and Shimul' will be allotted to the BAF Officers of the rank of Air Commodore and above visiting on TD/Attachment/Leave or as desired by Air HQ.
3. The 'Padma and Jamuna' will be allotted to the BAF Officers of the rank of Wing Commander and above visiting on TD/Attachment/Leave or as desired by Air HQ.
4. The old VIP rooms will be allotted to the BAF Officers of the rank of Group Captain and above visiting on TD/Attachment/Leave or as desired by Air HQ.
5. Allotment of above mentioned VIP rooms for 07 (seven) days will be approved by AOC, BSR. In case of more than 07 days approval is to be sorted from Air HQ.
6. With the prior permission of Air HQ, the said VIP rooms may be allotted to officers of other services (of the rank of equivalent to BAF as prescribed in para 2, 3 and 4) or any foreign officers.
7. The daily maint & batman charges are to be recovered from the allottees at the rates as fol:

VIP Suites	Charges for BD Armed Forces offrs	Charges for others VVIP/VIP	Charges of Foreigners (USD)
Shapla & Shimul	90.00	200.00	15.00
Padma & Jamuna	80.00	150.00	15.00
Old VIP	110.00	220.00	20.00

8. Officers visiting alone will get one room but the officers visiting with family will be given a complete suite.
9. The Batman will be employed from the Batman pool of the Officers' Mess, Dhaka.
10. BAF Officers Mess will remain responsible for maintenance and providing necessary accessories facilities of the VVIP/VIP rooms.

