



NATIONAL INSTITUTE OF TECHNOLOGY, ARUNACHAL PRADESH -791113

NITAP GUEST HOUSE

REQUISITION FORM FOR GUEST HOUSE ACCOMMODATION

1. Name of the Guest :

2. Designation :

3. Postal address :

Telephone No., :

Email ID :

4. Arrival & Departure:

Details	Date	Time
Arrival		
Departure		

5. No. of Rooms required:

6. No. of person (s) :

7. Purpose of Visit :

8. Category Proposed

II

III

IV

CAT – II: Project Code (Enclose copy)/Payment: Coordinator/Guest

CAT – III & IV: Kindly settle the bill(s) before checking out, if charges are not paid by the guest, then the undersigned agrees to settle the bill(s).

Undertaking:

(To be given by the faculty members/ non-teaching staff/ student(s) requiring accommodation for their guests/ parents)

- Certified that the visit of the guest(s) is related to the activities of **official/personal**. I take responsibility for the payment of bills including food charges (if any) of the Guest House.
- The guest(s) is (are) personally known to me and I am responsible for his/her conduct.
- I hereby undertake to vacate the room in the Guest House, if allotted, on the expiry of the sanctioned period. In case I fail to do so, I will be liable to be charged penal rent (if any).
- I have read the NITAP Guest house terms & conditions of and these are acceptable.

9. Details of the person making the booking:

Name :	Staff No :
Designation :	Contact No :
Department :	E mail ID :

Signature of the approving authority
(With seal)

Guest House [I/C]

Note

1. Priority for accommodation will be accorded to Guests covered under CAT-I and CAT-II.
2. For Block booking for conference /short term courses etc. 50% payment/booking to be made at least three weeks in advance.
3. Room charges are levied on 24 hours basis.
4. Student requiring accommodations for their parents are required to get their requisition forwarded by HOD. Students are not allowed to stay in Guest House. However, a student can stay with their parents with prior permission through their respective Wardens and Dean of Students.
5. Guest under CAT-III & IV will be accommodated if room(s) is/are available.
6. Booking is not permitted for guests undergoing medical treatment/advice who are suffering from communicable disease or are bed ridden or are post-delivery case.
7. In case of emergency due to heavy booking, a single occupant of the room may be asked to share the accommodation with another guest. The accommodation in the Guest House shall be provided to the people as per the Institute Norms. The management of guest house may at its discretion, cancel a booking or offer alternate accommodation depending upon the availability and other unforeseen circumstances.
8. **Detailed rules and regulations are available at Guest House Reception.**
9. The management of the NITAP Guest House reserve the right to refuse booking or cancel/Vacate the accommodation in the Guest House, at any stage, without assigning any reason.