



**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 :

CAT – I: The visitor (s) will be treated as Institute Guest for Competent Authority sanction,
please refer to sanction no.Dated(Enclose copy)

8. Details of the person making the booking:

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

Date:

Signature:

Certified that the visit of the guest(s) is official. I take responsibility for the endorsement of food bills.

**Signature of the
approving authority**
(With seal)

Guest House [I/C]