

NATIONAL INSTITUTE OF TECHNOLOGY, RAIPUR

Category of the guest:

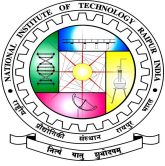
Category	Eligibility	Approving authority	Payment Mode
A	Guest Invited by the institute for academic, administrative and campus interview, for delivering lectures or keynote speech in short term course, seminar /conference etc	Director/Registrar	Institute
B	Employee and their guest / Students parents, guardian/Alumni and their family members/Employees of Other NIT/IIT/on their official visit	In - charge Guest House For block booking- Director/Registrar	By the individual guest / Person making the booking
C	Employees of other NIT's, IIT's, reputed Universities, R&D institutions coming for their personal or unofficial work.	In - charge Guest House For block booking- Director/Registrar	By the individual guest / Person making the booking

Rates of room charges in NIT Guest House

Type of accommodation	Charge
Category A	NIL
Category B	Rs. 1000/-
Category C	Rs. 2000/-

Note:

1. Priority in accommodation will be given to the guest of category A
2. Students requiring accommodation for their parent /guardian is required to get their requisition through Dean (Students welfare)
3. Charges for block booking will be calculated on the basis of no of beds/rooms booked plus charges of lounge if booked.
4. Management of Guest house may, at its discretion, cancel a booking or /offer another type of accommodation.



ज॒क॒व॒हः; ऒक॒श॒क॒स॒ध॒ । अ॒फ॒क॒ु ज॒क; । ग
NATIONAL INSTITUTE OF TECHNOLOGY RAIPUR
(Institute of National Importance)
Guest House, G.E.Road, Raipur, C.G.- 492010, India.

Guest House requisition for booking accommodation

1. Name of Visitor:

2. Full Postal Address:

3. Expected Arrival: Time:

4. Expected Departure: Time:

5. Category of Guest: A [] B [] C []

6. No of Room required:

7. Purpose of Visit (Please Specify):

8. For Category B & C charges will be paid by as below(Applicable/Not Applicable)

- Person making the booking:-Full Name:
- Designation:
- Department:
- Mobile No:

If charges are not paid by the person mentioned in the above then undersigned agrees to settle the bills.
Signature of the person making the booking with date

Forwarded HOD/Dean

Note:-
Requisition for booking of accommodation for official guests of category A should be routed through HOD/Dean then through Director/Registrar. Students requisition must be forwarded through Warden/HOD then through Dean (S/W)/Registrar. Priority in accommodation will be given to the guest of category A.

Category Approved A [] B [] C []
Sanctioning Authority
In Charge
Guest House