



No. NITRR/R-I/2019/ 02

Date : 01/01/2019

Circular

Accommodation charges of Guest House

	Guest Category	Eligibility	Approving Authority	Charge	Payment Mode
Guest House Room	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., any other person approved by Director as Institute Guest.	Director/ Registrar	NIL	Institute
	B	Any booking through faculty member/ staff/ Alumni for their relatives, Parents or registered Guardians of regular students. Guest invited by the Institute for delivering lectures or keynote speech in short term course/ seminar/ conference, etc(funded by TEQIP/Self Sponsored)	Director/ Registrar	Rs.1500 + 12 %GST (per day) + actual food expenses	*By the Individual Guests/ Person making the booking
	C	Guests not covered under above categories (Officers and guests of neighboring universities, R&D institutions & industries, banks and commercial organizations (to be provided only if room is available), guests of employees other than relatives, block booking by employees for social functions, etc.)	Director/ Registrar	Rs. 2500 + 18 %GST (per day) + actual food expenses	*By the Individual Guests/ Person making the booking

*For Category B & C booking has to be done in advance by paying the amount for the no. of days for which guest room is being booked. Advance booking has to be made at least prior to 5 working days. However, on cancellation 25% of the total amount + GST on total amount will be deducted and rest of the amount shall be refunded.

Terms and conditions:-

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 (Student Welfare).
3. Charges for block booking will be calculated on the basis of number of beds/rooms booked. One day will be counted on 24 hours basis.
4. Management of guest house may at its discretion cancel any booking due to Institute's sudden essential requirement.
5. Not more than two persons will be allowed in each double bed room.
6. If the guest during their stay damages the guest house properties then Guest House Management after examining the nature of the damage may impose penalty to the guest. If the guest is unwilling to pay the penalty, the person making the booking will have to settle the bill.

**Registrar
NIT Raipur**

Copy to:-

1. Director, NIT Raipur.
2. All Deans/HODs/Section Head- NIT Raipur.
4. Dy.Registrar (Admin), NIT Raipur.
5. Dy.Registrar(F & A),NIT Raipur
6. In charge, Guest house , NIT Raipur.



No. NITRR/R-I/2019/ 01

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Charges of Guest House Hall & Lawn

	Eligibility	Approving Authority	Charge	Payment Mode
Guest House Hall & Lawn	Booking of Hall and Lawn area will be restricted only to faculty and Staff for organizing small gathering limited to at the most 40 people, subject to availability and timing of the programme. However on special cases other parties can also be accommodated by permission from the competent authority.	Director/ Registrar	Rs.2000 +12% GST (Max. 4 hrs)	By the Individual Guests/ Person making the booking

Terms and conditions:-

1. Advance booking has to be made by paying the full amount at least prior to 5 working days.
2. In a day, only one booking will be considered.
3. If the guest during their stay damages the guest house properties then Guest House Management after examining the nature of the damage may impose penalty to the guest. If the guest is unwilling to pay the penalty, the person making the booking will have to settle the bill.
4. In case, duration of programme exceeds the specified hours, then the rate may be increased on pro-rate basis for every hours.

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राष्ट्रीय प्रौद्योगिकी संस्थान रायपुर
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 [] Hall []

6. Justification for Category:

7. No of Room required:

8. Purpose of Visit (Please Specify):

- For Category B , C & Hall advanced payment details: Rs..... Date:.....
(Attached payment details)
- 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

Recommended

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). Priority in accommodation will be given to the guest of category A.
For Category B & C advanced payment is mandatory.

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