



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