

NIT GUEST HOUSE
NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA- 136 119

REQUEST FOR ACCOMODATION
(Form should reach Guest House two working days in advance)

1. Name of the Guest.....
2. Full Address
3. Number of family members (if any).....
4. Number of rooms required.....
5. Purpose of visit.....
6. Expected arrival time.....am/pm Date.....
7. Expected departure time.....am/pm Date.....
8. Room rent to be charged at the rate: Normal/Concessional
9. Payment to be made by the Guest/Employee.....
10. Remarks.....

The guest is known to me and I will pay the charges of the guest if not paid by him.

Signature.....

Designation.....Name.....Deptt.....

(TO BE FILLED IN ROOM RENT TO BE CHARGED IS REQUESTED AT CONCESSIONAL RATE)

Certified that the guest is my personal friend/relative or is coming to NIT Kurukshetra for official purpose.

Signature.....

Name.....

For Official Use Only

1. Room No. Allotted.....
2. Period for Allotment.....to.....
3. Room Charges Rs.....
4. Guest House Register Entry No.....Date.....
5. Room Rent Charges deposited vide receipt No.....Date.....

In charge Guest House

Guest House Clerk