



INSTITUTE GUEST HOUSE

इंस्टीट्यूट गेस्ट हाउस

NATIONAL INSTITUTE OF TECHNOLOGY, KURUKSHETRA - 136119

राष्ट्रीय प्रौद्योगिकी संस्थान, कुरुक्षेत्र - 136 119

REQUEST FOR ACCOMMODATION

(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

(केवल कार्यालय उपयोग हेतु)

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

(इंचार्ज गेस्ट हाउस)

Guest House Clerk

(गेस्ट हाउस क्लर्क)