



**NETAJI SUBHAS INSTITUTE OF TECHNOLOGY
SECTOR-3, DWARKA, NEW DELHI-110078**

**MAIN GUEST HOUSE/CHITRAKOOT GUEST HOUSE
Requisition Form for Booking Accommodation**

Sr. No: _____

Date: _____

1. Guest Details:

Name			
Address			
Phone/E-mail			
No. of Persons			
No. of Rooms			
Arrival date:	Time:	Departure date:	Time:

2. Category (on the reverse side of this form)

- A. i. ii. iii. iv.
 B. i ii iii. iv.
 C.

3. Boarding Charges to be settled by [Tick appropriate column]

Faculty Co-ordinator	Department/ Institute	Guest

4. If the guests are considered under category A(i), (iv), B(ii) and C refer to Director/Head of Division/Dean
Sanction Order.dated.....(Copy Enclosed)

Undertaking

(To be given by the faculty/staff/student requiring accommodation for their guests/parents)

- I have read the terms and conditions (on the reverse side of this form) and these are acceptable.
- I hereby undertake that I/my guests will vacate the room in the Main Guest House/Chittrakoot Guest House, if allotted, on the expiry of the sanctioned period. In case my guest fails to do so, I will be liable to be charged penal rent equivalent to 4 times of the normal rent on daily basis. If the guest fails to settle the dues then I will settle all the dues.

Signature:.....

Name:.....

Contact No.....

ACKNOWLEDGEMENT

Sr. No: : _____

Date: _____

- Whether Room available: Yes/No
- If Yes, the Room number(s) allotted:.....

Faculty Incharge (Guest House)

P.T.O

Terms and Conditions

1. Request for Reservation of accommodation under Category A. i. a), iv and C will be routed through the Director.
2. Request for Reservation of accommodation under Category A. i. b) will be routed through the T&P.
3. Request for Reservation of accommodation under Category B.ii. (Conference/Seminar/Short courses/Workshops) may be routed through the respective Head of Divisions/Dean.
4. One day minimum charge shall be levied for all booking unless these are cancelled at least 24 hrs. before the commencement of the bookings. Similarly, in case a guest fails to occupy the booked accommodation, the same will be cancelled after one day of the booking date.
5. Students requiring accommodation for their parents/guardian/spouse are required to get their requisition forwarded through their respective wardens/Dean student Welfare.
6. Not more than two persons will be allowed in each double bed room.
7. Booking is not permitted for guests undergoing medical treatment/advice who are suffering from communicable disease or are bed ridden or are post-delivery case.
8. One day will be counted on 24 hrs. basis or a part thereof commencing the time of arrival.
9. Pet/Dogs/Cats etc. are not allowed in the Guest House.
10. In case of emergency due to heavy booking, a single occupant of the room may be asked to share the accommodation with another guest.
11. Prior to allowing accommodation to the guests, guests can be asked to produce identity proof as per the Government of India guidelines and the guests should not have objection to this.

CATEGORY DEFINED

A.	B.	C.
i. a) Institute Guests (External members of Committee) (Charge paid from by Coordinator) b) Campus Placement Executive (Charges to be paid by T&P)	i. Faculty/Staff of other Engineering college on personal visit.	Others (After due approval of Director, NSIT)
ii. Faculty/Staff	ii. Visitor connected to NSIT work (Conference/Seminar/Short courses/Workshops/Student Events)	
iii. Retired NSIT Employee/NSIT Alumni	iii. Relative/Guest of NSIT faculty/Staff	
iv. Other institute Guests (Approved by Director, NSIT)	iv. Parent/Guardians/Spouse of Students	