



**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
SECTOR-26, CHANDIGARH -160019**

(Deemed University - Distinct Category, Ministry of Education, Government of India)

UNDERTAKING

I, _____ (Name of the Employee), Designation _____, Employee ID No. _____, presently working in _____ (Department/ Centre / Section) of the Institute, hereby give this undertaking for availing Guest House accommodation.

I hereby declare that the Guest House accommodation is being requested for my immediate family member (blood relative), namely _____ (Name & Relationship with the employee).

I understand and agree to the following conditions:

1. The Guest House accommodation for institute employees and their immediate family members is permitted for a **maximum period of 10 days in a calendar year (January to December)**.
2. The accommodation will be allotted **subject to availability** and as per Institute norms.
3. **Room charges shall be borne and paid by me i.e.** the undersigned institute employee.
4. I undertake that my guest shall abide by all the rules and regulations of the Institute Guest House during the stay. I will personally be responsible for any violation of any rules / regulations.
5. I confirm that the information provided above is true and correct. In case of any violation of rules or submission of incorrect information, the Institute may take appropriate action against me as deemed fit.

Date: _____

Place: _____

Signature of the Employee: _____

Name: _____

Designation: _____

Employee ID No.: _____

Department/ Centre / Section: _____