



**NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING &
RESEARCH SECTOR 26, CHANDIGARH – 160019**

GUEST HOUSE BOOKING FORM

1. Name of Visitor :
2. Designation :
3. Postal Address :
- Telephone No. :
- E-mail ID :

4. Expected Arrival Date & Time :

DD	MM	YYYY	Hrs.

5. Expected Departure Date & Time :

DD	MM	YYYY	Hrs.

6. No. of Rooms Required :

7. No. of Person (s) :

8. Details of Person making the Booking: -

(a) Name:

(b) Designation, Institute / Deptt./Centre:

(c) Telephone No.: E-mail ID:

9. Applicable Charges (in Rs.):

10. Nature of Booking: - a) Booking for self/relative b) Booking for Guest

11. Charges to be paid by:

(a) By Guest (b) By Person making the booking(Applicant) (c) Free (Institute Guest)

Chairman
Guest House

Section Officer
Guest House

Signature of Applicant
Date:

For any other information, kindly contact : Guest House Reception No. (O) 0172-2759512

NOTE: -

1. In case of official booking, scanned copy of request can be sent at **(guesthouse@nitttrchd.ac.in)** or can be submitted directly.
2. Request for booking will be entertained one week before only not earlier than that.
3. Booking should be communicated through e-mail.
4. Smoking and Drinking is strictly prohibited in the guesthouse.
5. In case of official requirement, the booking may be cancelled even after confirmation.
6. Please get a confirmation before leaving your headquarter / station.

GUEST HOUSE ELIGIBILITY & TARIFF

Sr. No.	Guest Eligibility	Tariff *	Tariff applicable (Please ✓ any one)
1.	Members of Board of Governors / Finance Committee, NITTTR Chandigarh Society, Academic Advisory Committee etc. / Expert invited for Institute Work / Seminar & Workshop / Official visit to attend meeting of NITTTR Chandigarh.	Free boarding & lodging	
2.	Member of Board of Governors, Finance Committee, NITTTR Chandigarh Society, ex-Chairman BOG, ex-Director, ex-BOG Members and Faculty of other NITTTRs on their Personal visit.	Rs. 500/- per day *	
3.	Institute employees and their close relatives, for maximum of 21 days in a calendar year (January to December). The room charges are to be collected from employee.	Rs. 250/- per day *	
4.	(i) Guest(s) of Institute employees, for maximum of 15 days in a calendar year (January to December).	Rs. 500/- per day *	
	(ii) For additional 15 Days	Rs. 750/- per day *	
5.	Ex-employees and their wards, for maximum of 7 days in a calendar year (January to December).	Rs. 500/- per day *	
6.	(i) Alumni for herself / himself, for maximum of 7 days in a calendar year (January to December).	Rs. 500/- per day *	
	(ii) For additional 15 Days	Rs. 750/- per day *	
7.	Govt. Officials on official duty other than NITTTR Work.	Rs. 1,500/- per day *	
8.	Any other visitor.	Rs. 1,800/- per day *	
9.	Dining Hall of Guest House – I	Rs. 3,000/- per day *	
10.	Guests from Central Ministry (not for NITTTR, Chandigarh work).	Rs. 500/- per day *	
11.	Guest from abroad not for Institute work but Institute would like to use his specialization work in future.	Rs. 1,500/- per day *	

NOTE:

- ❖ **GST on room/dining hall rent shall be charged as per government rules.**
- ❖ **Stay of Institute employee's guest is only for 15 days and for additional 15 days, the charges will be @ Rs. 750/- per day for additional days. Beyond this, normal rent of Rs. 1500/- per day will be applicable.**
- ❖ **Dining Hall charges includes service charges @ Rs. 500/- for Guest House – I.**
- ❖ **For free boarding & lodging, approval from the Director is must.**