

NATIONAL INSTITUTE OF TECHNOLOGY
MAHATMA GANDHI AVENUE, DURGAPUR – 713 209
REQUISITION FOR GUEST HOUSE ACCOMMODATION

1. Name of the Guest *	:	<table border="1" style="width: 100%;"><tr><td>1.</td></tr><tr><td>2.</td></tr><tr><td>3.</td></tr><tr><td>4.</td></tr><tr><td>5.</td></tr></table>	1.	2.	3.	4.	5.
1.							
2.							
3.							
4.							
5.							
2. Designation	:	<table border="1" style="width: 100%;"><tr><td> </td></tr></table>					
3. Address (office)	:	<table border="1" style="width: 100%;"><tr><td> </td></tr></table>					
4. Purpose of visit (official/personal)**:	:	<table border="1" style="width: 100%;"><tr><td> </td></tr></table>					
5. Passport Details (For Foreigner)	:	<table border="1" style="width: 100%;"><tr><td> </td></tr></table>					
6. Duration of Stay	:	<table border="1" style="width: 100%;"><tr><td> </td></tr></table>					
7. Date and time of arrival	:	<table border="1" style="width: 100%;"><tr><td> </td></tr></table>					
8. Date and time of departure	:	<table border="1" style="width: 100%;"><tr><td> </td></tr></table>					
9. Payment Procedure	:	<table border="1" style="width: 100%;"><tr><td>Departmental / Individual</td></tr></table>	Departmental / Individual				
Departmental / Individual							
11. Recommended by	:	<table border="1" style="width: 100%;"><tr><td> </td></tr></table>					
12. Remarks if any	:	<table border="1" style="width: 100%;"><tr><td> </td></tr></table>					

Date:

Signature of the applicant

Date:.....

Signature of the H.O.D./Dean/Warden
Signature of Dy. Registrar, Estate Section

Approved / Not Approved
Dean (Administration)

FOR GUEST HOUSE OFFICE USE

Allotted Room No. Receipt No. Amount Rs.).....

Signature of Guest House Official

Note: i. Please fill up all the columns (in block letters).

* ii. If space provided is insufficient, then attach separate sheet or use reverse side of this page.

**iii. For official guests all application should be forwarded through HOD/Dean.