



NATIONAL INSTITUTE OF TECHNICAL TEACHERS TRAINING AND RESEARCH
SECTOR 26, CHANDIGARH – 160 019
(Deemed University - Distinct Category)

GUEST HOUSE BOOKING FORM

1. Name of Visitor :
2. Designation/Occupation :
3. Postal Address :
- Mobile No. : Emergency Contact No.
- E-mail ID :

4. Arrival Date & Time :

DD	MM	YYYY	Hrs.

5. 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 / Dept./Centre:

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

9. (a) Guest House Preference : (i) Tagore Hall (G.F.) ☐ (ii) Amartya Hall (G.F.) ☐ (iii) M.T. Hall (G.F.) ☐
(iv) Raman Hall GH-II ☐ (v) Har Gobind Khorana GH-I ☐ ***

*** Approval of Director / VC is mandatory for booking rooms in Har Gobind Khorana GH-I

(b) Applicable Charges (in Rs.):

10. Nature of Booking: - a) Booking for self / relative * ☐ * (Undertaking is compulsory) b) Booking for Guest ☐

11. Charges to be paid by: (a) By Guest ☐ (b) By Person making the booking (Applicant) ☐

(c) Under Project - TAC NO: _____ ☐ (d) *** Free (Institute Guest) ☐

Declaration: I hereby declare that the above details are true and correct to the best of my knowledge. I take full responsibility to ensure that my guest / myself will abide by all the rules and regulations of the Guest House.

Signature of Applicant

Date:

FOR OFFICE USE ONLY			
Register Entry No.	Guest House Provided (As Per Availability)	Room No.	Staff Signature

MTS
Guest House

Staff Incharge
Guest House

Chairperson
Guest House

***Director / VC

Note:-

- ❖ For any other information, kindly contact: Guest House Reception No. (O) 0172-2759512/511.
- ❖ In case of official booking, scanned copy of request can be emailed (guesthouse@nitttrchd.ac.in) or can be submitted directly at the Guest House -1 Reception.
- ❖ *** Free (Institute Guest) booking of the Guest house will be permitted only after obtaining approval from the Director / Vice-Chancellor (VC).
- ❖ Please read rules and regulations for availing accommodation in the Guest House before booking.