



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. Charges to be paid by:

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

Faculty / Officer  
In-Charge 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. Please Turnover for Tariff & Eligibility.
2. In case of official booking, scanned copy of request can be sent at (guesthouse@nittrchd.ac.in) or can be submitted directly.
3. Request for booking will be entertained one week before only and earlier than that.
4. Booking should be communicated through e-mail.
5. Smoking and Drinking is strictly prohibited in the guesthouse.
6. In case of official requirement, the booking may be cancelled even after confirmation.
7. 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 at NITTTR Chandigarh.	<b>Free boarding &amp; lodging</b>	
2.	Member of Board of Governors, Finance Committee, NITTTR Chandigarh Society, Academic Advisory Committee and Ex-BOG Members etc. and Faculty of other NITTTRs on their Personal visit.	<b>Rs. 500/- per day</b>	
3.	Guest of Chairman BOG, Guest of members of BOG.	<b>Rs. 500/- per day</b>	
4.	Institute employees and their guests, for maximum of 15 days in a calendar year (January to December).	<b>Rs. 250/- per day</b>	
5.	Ex-employees and their wards, for maximum of 7 days in a calendar year (January to December).	<b>Rs. 250/- per day</b>	
6.	Govt. Officials on official duty other than NITTTR Work.	<b>Rs. 1,500/- per day</b>	
7.	Any other visitor.	<b>Rs. 1,800/- per day</b>	
8.	Dining Hall of Guest House . I	<b>Rs. 3,000/- + GST per day</b>	
9.	Guests from Central Ministry (not for NITTTR, Chandigarh work).	<b>Rs. 500/- per day</b>	
10.	Guest from abroad not for Institute work but Institute would like to use his specialization work in future.	<b>Rs. 1,500/- per day</b>	

**NOTE:**

- ❖ Stay of Institute employee's guest is only for 15 days and for additional 15 days, the charges will be @ Rs. 500/- per day for additional days.
- ❖ Dining Hall charges includes service charges @ Rs. 500/- for Guest House – I.
- ❖ For free boarding & lodging, approval from the Director is must.