



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)

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 compulsory declaration related to COVID-19.
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 not 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.
8. Tariffs and Eligibility are available at www.nittrchd.ac.in.

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

GUEST HOUSE

SELF – DECLARATION FORM FOR GUEST

All guests are required to submit this self-declaration/undertaking form, as decided in the SOP, issued by the competent authority of the institute.

1. I/We do hereby confirm that I do not have any COVID-19 related symptoms like temperature more than 37.5 °C (99 °F) and/or flu like symptoms etc.
2. I/We do hereby agree to follow all the guidelines (Dos and Don'ts for the Guest, given below) and shall support these by adhering to the guidelines to prevent the possible spread of COVID-19 within your institute.
3. I/We do hereby give my/our permission to your institute authority to share my/our details with the any other authorities, whenever deem to be required, for the purpose of preventing possible spread of COVID-19 and its tracing.
4. I/We do hereby confirm that the information w.r.t. self-declaration/undertaking is correct and I/we shall provide all the necessary supporting documents.

Dos and Don'ts for Guests:

- a) Kindly ensure Aarogya Setu App is downloaded in your Smartphone.
- b) Do not step out of the room unnecessarily. Maintain social distance from others, at all times. Wear a face mask, whenever you step out of the room.
- c) Guests are recommended to carry their own sanitizer and wet wipes (tissue papers) for personal hygiene and usage.
- d) No visitors will be allowed to visit in the guest rooms.
- e) Doors should be kept closed at all times.
- f) Always keep a safe physical distance of at least 2 meter (6 feet), while you are conversing with the staff of the institute or anyone else.
- g) Wash your hands frequently with soap/sanitizer.
- h) Put all bio-degradable disposable such plates/cups/bottles etc. in the garbage bag, after their usage.
- i) Guests will not visit containment zone, as declared by Chandigarh Administration in the City.

Name of the Guest : _____

Age/Sex : _____

Address : _____

Mobile No. : _____

E-Mail ID : _____

Date: _____

Signature of Guest: _____

Date: _____

**Signature of Employee,
booking the room(s):** _____

Name of the Employee: _____

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 *	

* ***There will be an extra charge of Rs. 250/- per room for one-to-three days, over and above the mentioned applicable tariffs to meet the extra expenses to maintain the sanitization and hygiene required for COVID-19. At every three days interval this extra amount of Rs. 250/- will be charged again.***

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.**
- ❖ **One water bottle of 1 litre will be provided free of cost per room per day. Additional bottle will be charged extra**