

Requisition Form for Guest House Booking

National Institute of Technology, Delhi

Name of Applicant				Date					2	0		
Roll No (if applicable)				Mobile No.								
Address of the Guest				Guest Mobile No								
PIN Code		District		State								
Nature of Visits				No. of Days								
Duration of Stay	From			To								

Guest Details (Only 2 Persons are allowed)

S. N.	Name of Guest (s)	Age	Sex (M/F)	Relation with Applicant	Aadhaar No. / Passport ID
1					
2					

Note: Applicant has to deposit full payment for the booking period (@ Rs.1000/- per day for VIP rooms and @Rs.600/- per day for Normal rooms) paid at Institute Account i.e. Account Title: **Director, NIT Delhi, A/c No. 2876101004075, IFSC code CNRB0002983, Canara Bank, Branch: Narela.** If the booking period is more than 7 days, written permission of Chairman, Guest House Committee is required. The visitors/guests may be asked to produce ID proof at the time of possession.

Declaration

I/We will be held responsible if any of the above statements is found false. I/We also undertake all financial, responsibilities for loss or damage to guest room and NIT Delhi belongings.

Signature of Booking Person

Availability of Room:	Yes or No
	Signature of Caretaker

APPROVED/NOT APPROVED

Chairman

Guest House Committee.

For Office Use Only

Booking @ Rs 1000/- or Rs 600/- = Rs _____ (Total Amount) with receipt no: _____

(Seal and signature of Account section)/Caretaker

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

Guidelines for usage of Guest Room at NIT Delhi

NIT Delhi guests are kindly requested to observe the rules, so that their stay will be comfortable and safe.

1. Ensure the availability of the guest room on the NIT Delhi website before planning for the same.
2. In each & every case booking time will be counted from 10.00 A.M. of the booking date from caretaker.
3. Payment for guest room service should be made at Institute Account i.e..(**Account Title: Director, NIT Delhi, A/c No.2876101004075, IFSC Code: CNRB0002983, Bank : Canara Bank, Branch: Narela**)
4. Person who has booked the guest room has to collect the key on the first day of booking period; otherwise booking will be automatically cancelled for subsequent days.

5. CANCELLATION POLICY:

Cancellation before	Charges
One week in advance	Rs. 100/-
Two days in advance	Rs. 50/-per day or Rs. 100/- whichever is higher
Less than 48 hours	Total booking amount or Rs. 500/- whichever is less.

***Booking is transferable (Approved through Chairman, Guest House.)**

6. If office is locked during the check-out time, then please contact Krishan Pal (8588848345).
7. Maximum booking period is seven days. For extension, please seek the approval from Chairman, Guest House.
8. Please do not bring any of the following:
 - Dogs or pets of any kind
 - Gunpowder or other explosives
 - Unregistered firearms or swords and
 - Illegal drugs or other articles, the possession of which is prohibited.
9. Gambling or other acts that are contrary to good morals or that cause an annoyance are strictly prohibited.
10. Using alcohol is strictly prohibited. If anyone is found, strict action will be taken.
11. Smoking inside the guest room is strictly prohibited including complete NIT Delhi premises.
12. Please do not remove or alter any equipment or fixtures of the guest room.

13. Guest will be held responsible and will be charged as fixed by the concerned authority for any loss or damage to the guest room property caused by themselves, their friends, relatives or any person for whom they are responsible.
14. In case of fire, make use of the fire extinguisher.
15. Please remember to lock the door and carry your key with you any time you leave your room.
16. Please refrain from holding meetings with visitors in your room.
17. Storing of any article of combustible or hazardous nature, in guest room is strictly prohibited.
18. Luggage will be the guest's sole risk as to loss or damage from any cause.
19. Visitors are particularly requested to lock the door of their rooms when going out or when going to bed. The NIT Delhi will not in any way whatsoever be responsible for the loss of residents goods or any property or damage thereof, or any other cause whatsoever, including theft.
20. Car should be parked only at the designated place.
21. Please avoid playing loud music.
22. Facilities inside Guest room:

Television	D2H Connection	Hot & Normal water	AC
Cupboard and Almira	Table and chairs	Double-bed	

23. The NIT Delhi reserves to itself the absolute right of admission to any person in the guest room or NIT Delhi premises and to request any guest to vacate his or her room at any moment without previous notice and without assigning any reason whatsoever, and the guest shall be bound to vacate when request to do so. In default the management will be entitled to remove the luggage and belongings of the visitor from the room occupied by him or her and lock the room.

Looking forward to your kind cooperation. Happy stay!