



राष्ट्रीय प्रौद्योगिकी संस्थान दिल्ली

NATIONAL INSTITUTE OF TECHNOLOGY DELHI

(शिक्षा मंत्रालय, भारत सरकार के अधीन एक स्वायत्त संस्थान)

(An autonomous Institute under the aegis of Ministry of Education, Govt. of India)

GUEST HOUSE REQUISITION 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) ☐

Chairman
Guest House

Section Officer/Caretaker
Guest House

Signature of Applicant
Date:

For any other information, kindly contact: Guest House Reception No. 011-33861226 (O)

NOTE: -

1. In case of official booking, scanned copy of request can be sent at (guesthouse@nitdelhi.ac.in) or can be submitted directly.
2. Request for booking will be entertained one week before only not earlier than that.
3. Booking should be communicated through e-mail.
4. Smoking and Drinking is strictly prohibited in the guesthouse.
5. In case of official requirement, the booking may be cancelled even after confirmation.
6. 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, NIT Delhi Society, Academic Advisory Committee etc. Expert invited for Institute Work / Seminar & Workshop /Official visit to attend meeting of NIT Delhi.	Free boarding & lodging	
2.	Members of Board of Governors /Finance Committee, NIT Delhi Society, ex-Chairman BOG, ex-Director, ex-BOG Members and Faculty of other NITs on their Personal visit.	Rs. 750/- + GST	
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. 1,000/- + GST	
	(ii) For additional 15 Days	Rs. 1,500/- + GST per day	
4.	Ex-employees and their wards, for maximum of 7 days in a calendar year (January to December).	1,500/- + GST	
5.	(i) Alumni for herself / himself, for maximum of 7 days in a calendar year (January to December).	Rs. 1,000/- + GST	
	(ii) For additional 15 Days	Rs. 1,500/- + GST	
6.	Govt. Officials on official duty other than NIT Work.	Rs. 2,000/- + GST	
7.	Any other visitor. (National/ Foreign)	Rs. 2,000/- + GST	
10.	Guests from Central Ministry (not for NIT, Delhi work).	Rs. 1,500/- + GST	

NOTE:

- a) GST on room/dining hall rent shall be charged as per government rules.
- b) For free boarding & lodging, approval from the Director is must.
- c) Breakfast & meals can be avail from mess/canteen.

Break Fast charges	–	Rs. 100/- per person
Meals (Lunch/ Dinner)	–	Rs. 200/- per person



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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. **Check-in and Check-out time will be 01:00 PM and 11:00 AM respectively.**
2. Ensure the availability of the guest room on the NIT Delhi website before planning for the same.
3. In each & every case booking time will be counted from 10.00 AM of the booking date from caretaker.
4. Payment for guest room service should be made at Institute Account i.e.. **M/S. Director NIT Delhi A/c No. 092901001915, IFSC code ICIC0004610, ICICI Bank, Branch: NIT Delhi.**
5. 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.
6. Booking shall only be treated confirmed after receipt of 50% of charge in advance.

7. 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

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

8. If office is locked during the check-out time, then please contact Krishan Pal (8588848345).
9. Maximum booking period is seven days. For extension, please seek the approval from Chairman, Guest House.
10. Please do not bring any of the following:
Dogs or pets of any kind
Gun powder or other explosives Unregistered fire arms or swords and Illegal drugs or other articles, the possession of which is prohibited.
11. Gambling or other acts that are contrary to good morals or that cause an annoyance are strictly prohibited.
12. Using alcohol is strictly prohibited. If any one is found, strict action will be taken.

13. Smoking inside the guestroom is strictly prohibited including complete NIT Delhi premises.
14. Please do not remove or alter any equipment or fixtures of the guest room.
15. 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.
16. In case of fire, make use of the fire extinguisher.
17. Please remember to lock the door and carry your key with you anytime you leave your room.
18. Please refrain from holding meetings with visitors in your room.
19. Storing of any article of combustible or hazardous nature, in guest room is strictly prohibited.
20. Luggage will be the guest's sole risk as to loss or damage from any cause.
21. 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 anyway whatsoever be responsible for the loss of residents goods or any property or damage thereof, or any other cause whatsoever, including theft.
22. Car should be parked only at the designated place.
23. Please avoid playing loud music.

24. Facilities inside Guest room:

Television	Hot Watter Kettle	Hot & Normal water	AC
Cup board and Almirah	Chairs	Double bed	Refrigerator

25. 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!