



NATIONAL INSTITUTE OF TECHNOLOGY ANDHRA PRADESH

TADEPALLIGUEDEM-534 101

Requisition Form for Booking of Accommodation in Athidhi Guest House

1.	Name(s) of the Visitor(s)	
2.	Designation	
3.	Department/Organization	
4.	Full Postal Address	
5.	Contact No.	
6.	Email ID	
7.	Status of visit (Please tick)	Official <input type="checkbox"/> Non official <input type="checkbox"/>
8.	Purpose of visit	
9.	No. of person(s)	
10.	Accompanied by (Please mention)	Adults <input type="checkbox"/> Children <input type="checkbox"/>
11.	Arrival	Date: Time:
12.	Departure	Date: Time:
13.	Category Proposed (Please tick)	<input type="checkbox"/> [A] <input type="checkbox"/> [B] <input type="checkbox"/> [C] <input type="checkbox"/> [D] <input type="checkbox"/> [E]
14.	For category B – Account Name to be billed	
	For categories C & D – Charges will be paid by	Guest <input type="checkbox"/> Person making the booking <input type="checkbox"/>
15.	Person making the booking	
	Full Name	
	Designation:	Department/School/Section:
	Mobile No.:	I.D. No. (in case of student):
<i>(If charges are not paid by the guest, then the undersigned agree to settle the bill(s))</i>		

Booking Person Signature

Signature of Recommendation

***Signature of Competent Authority**

(Along with date)

(HODs/Dean's)

(Director / Registrar /
FIC(Guest House))

*Note: *Requisition for booking of accommodation for official guests for which charges will not be accepted may be routed through the competent authority. Students need accommodation for their parents is required to get their requisition forwarded through Dean, Student Welfare / Chief Warden.*

The persons who have got the room reserved are liable to pay the charges in case of cancellation of reservation without any prior intimation of normally three days before actual date of occupancy.

To,
Faculty In-charge (FIC),
Athidhi Guest House.

**(To be submitted at the
Guest House's reception
counter)**

FOR OFFICE USE		
Allotted Room No:	Category:	
Chargeable <input type="checkbox"/>	Nonchargeable <input type="checkbox"/>	Total Amount:_____
<i>Approved / NOT Approved</i>		
<i>Signature</i>		



Terms and Conditions

1. Request for Reservation of Accommodation under different categories is given in the below table.
2. One-day minimum charge shall be levied for all bookings unless these are cancelled at least 24 hrs. before the commencement of the bookings. Similarly, in case a guest fails to occupy the booked accommodation, the same will be cancelled after one day of the booking date.
3. Booking is not permitted for guests undergoing medical treatment/ advice who are suffering from communicable disease or are bed ridden or are post-delivery case.
4. One day will be counted on 24 hrs. basis or a part thereof commencing the time of arrival.
5. Pets/Dogs/Cats etc. are not allowed in the Athidhi Guest House.
6. The accommodation in the Athidhi Guest House shall be provided in the order of precedence as shown in the table below. The management of guest house may at its discretion, cancel a booking or offer alternate accommodation as fixed by the In-charge Registrar.
7. Detailed rules and regulations are given in the file available with care taker of guest house.
8. Consumption and carrying of alcohol in guest house premises/rooms/dining hall is strictly prohibited.
9. A general vegetable menu will be there on order/request for which charges are applicable in addition to room charges.
10. The guest who wants on a la carte based meal then they have to inform prior to reaching the guest house. The cost of individual items will be in addition to general menu as per the cost of each item(s).
11. The tentative accommodation charges detail of various categories are as follows,

Category	A	B	C	D	E
Full Room (Double Bed) per Day	Free Accommodation	Rs. 1200	Rs. 1200	Rs. 1200	Rs. 2000
Accommodation in a single bedded room on twin sharing basis (per person) per day. <i>If single person occupies the full room, then full room charges of double bed will be applicable.</i>		Rs. 800	Rs. 800	Rs. 800	Rs. 1500
Conference Room	Rs.200/- per hour subject to minimum of Rs.1000/- per booking for the use of faculty / staff members of the Institute.				



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12. Prior permission for reservation is required from the following authority:

Categories of Guest(s)			
Category	Eligibility	Authority	Payment mode
A	Guest invited by the institute for academic, administrative work and for campus interview.	Director / Registrar	By the Institute.
B	Guest(s) / Individual visiting institute in connection with scheme, project / consultancy / short term courses, seminar & conferences etc.	Director / Registrar / FIC(Guest House)	Respective project PI / Coordinator / by the Guest.
C	Employees and their family members	Director / Registrar / Dean (FA)/ FIC (Guest House)	By the individual before checking out. If charges are not paid by the guest, then person making the booking is required to clear the bill.
D	Students' Parents / Guardians and Alumni students	Director / Registrar / Dean Student Welfare/ FIC (Guest House)	
E	Guest not covered under above categories	Director / Registrar	

Responsibilities of Indenter/ Forwarding official:

All the facilities in guest house are necessarily for official purposes only. The indenters are advised to not to book rooms for personal purposes of the visitors/ unknown visitors in view of the resource crunch as well as security hazards. By filling up the requisition form for allotment of the guest house facilities, the Indenter/ Forwarding official/ Visitor shall be treated to have accepted to abide by all the Terms & Conditions stated above to take personal responsibility for the genuineness of the visitor, behavioral issues with the visitors and any damages caused by the visitor during the stay.