



Requisition form for booking accommodation in A-Type Guest House
National Institute of Science Education and Research Bhubaneswar
At/PO: Jatni, Khurda, Pin-752050, Odisha

NB: Please submit this form (duly filled in all respects) in advance to the Guest House Office in A1/A2 Block.

1. Type & Number of Accommodation required (✓ Tick the appropriate boxes)

AC Non-AC ►►►► Single Double ►►►► No. of rooms required: _____

2. Category of Guest (✓ Tick the appropriate box)

DAE and Aided Inst. Employee Central Govt. / State Govt. Employee PSU Foreign Visitor / Private Firm

3. Name of Requisitioner: _____ **Relationship with the guest:** _____

4. Purpose of visit (✓ Tick the box) ► Official Private / Personal Other _____

5. Category of Requisitioner (✓ Tick the appropriate box)

Outside NISER NISER Employee NISER Student / Alumni

6. Dates for which accommodation is required: From: ____ / ____ / 20 ____ To: ____ / ____ / 20 ____

7. Time of arrival: ____ : ____ AM / PM

Time of departure: ____ : ____ AM / PM

8. Name and Address of the Guest(s): _____

9. Email-ID: _____ **Mobile #:** _____

10. Chargeable Non-Chargeable* ►►►► If chargeable, Bill to be settled by Guest Requester / Host

* If Non-Chargeable, kindly attach a copy of the approval by competent authority.

11. It is mandatory to produce copy of valid Photo-ID proof at the time of arrival of the guest(s) at the A-Type Guest House Office. List of valid Photo-ID is given below. Please ✓ tick whichever is applicable.

Aadhar (UIDAI) Card PAN Card Voter ID (EPIC) Card Driving License Passport Office ID-Card

12. _____

13. _____

Signature of Guest / Applicant / Requester

Recommendation of Registrar / Chairperson/ FIC-SA
(in event of Category as 'NISER Staff or Student')

◀ FOR OFFICE USE ONLY ▶

14. APPROVED NOT APPROVED

15. APPROVAL of Director in case it is Non-Chargeable

In-Charge, Guest House (A-Type)

DIRECTOR

16. Applicable Rent: ₹ _____ per day. Room Allotted: _____

◀ FOR INFORMATION ONLY ▶

ROOM TARIFF (revised on 08.01.2021)

❖❖ CHECK-IN 11:00am, CHECK-OUT 10:00am ❖❖

Sl.	Type of Room	DAE Officials on-duty (incl. aided inst.)	DAE Officials on private visit / their family members / Other central & state Govt. officer on official visit	Official / Private visit of PSU officer & family members / family member of (ex) Student	Foreign Visitors / Private Firm
1	Single Non A/C	₹70.00 per day	₹110.00 per day	₹300.00 per day	₹1,000.00 per day
2	Single A/C	₹100.00 per day	₹150.00 per day	₹600.00 per day	₹2,000.00 per day
3	Double Non A/C	₹140.00 per day	₹220.00 per day	₹600.00 per day	₹2,000.00 per day
4	Double A/C	₹200.00 per day	₹300.00 per day	₹1,200.00 per day	₹4,000.00 per day

Cancellation Policy

- Before one week: FREE
- Before 3 days: 25% of rent will be deducted
- Before 1 day: 100% rent will be deducted