



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.
 Signature of Guest / Applicant / Requester

13.
 Recommendation of Registrar / Chairperson/ FIC-SA
 (in event of Category as 'NISER Staff or Student')

◀ FOR OFFICE USE ONLY ▶

14. APPROVED NOT APPROVED

 In-Charge, Guest House (A-Type)

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

 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

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