

F.No.
National Council of Educational Research & Training
Sri Aurobindo Marg, New Delhi
Requisition for booking of **Guest House & P.G. Hostel**

Dated:.....

Name of Department/ Section :.....

Programme Title :.....

Duration of Prog :.....

Accommodation Required : From To.....

Accommodation Required for (No. of Person): Male Female..... Other..... Total

Venue of Programme :.....

Payment Instructions:

(Whether lodging/boarding charges will be paid by department/section or by the guest concerned directly to the guest house.

Details of Guests/Participants & Type of accommodation required:-

(Attached list)

Sr. No.	Name of the Guest/Participants (Designation/ Department/State belongs to)	NIEGH/PGH All rooms have A.C. facility		
		Guest House (With attached toilet/bath.)		P.G. Hostel (with common toilet/bath of 8 rooms)
		Single occupancy	Twin sharing basis	Single occupancy
1				
2				
3				
4				
5				

Remarks/Any other related information.....

Note: Please fill all the columns prescribed in performa with mail-id/telephone/mobile number.

Name of Asst. Programme Coordinator
with signature & stamp

Mail Id.....

Contact No.....

Name of Programme Coordinator
with signature & stamp

Mail Id.....

Contact No.....

Signature of Head of the Department with stamp

Mail Id.....

Contact No.....

Manager NIE Guest House