



OFFICE OF THE CHIEF WARDEN
National Institute of Technology Rourkela

APPLICATION FOR GUEST ROOM IN HALLS

1. Name of Guest: _____ 2. Mobile No.: _____
3. Details of the Person making the Request (*Student; Convenor/PI of Conference/Seminar*):
- i) Name : _____
- ii) Designation/Roll No: _____
- iii) Relation with Guest: _____
4. Mobile No. _____ 5. Purpose of stay: _____
6. No. of Rooms: _____ 7. No. of persons: _____ 8. Days of stay _____
9. Period of stay: From: _____/_____/_____ time (_____) To _____/_____/_____ time (_____)

Date:

Signature of Applicant
(*Student; Convenor/PI of Conference/Seminar*)

Recommended by

Warden/Asst. Warden(_____)Hall/HOD(_____) /Prof..... (PI/*Convenor*)

-----For Chief Warden Office Use Only-----

Accommodation charges: No. of days _____ x No. of persons _____ x @Rs. _____ = _____ (total)
collected. Money receipt No. _____ Date: _____ issued.

Dealing Asst.

Accommodation is confirmed in _____ Hall for _____ days from: _____/_____/_____ time (_____) To
_____/_____/_____ time (_____).

CHIEF WARDEN

Copy to: 01. Warden, _____ Hall for accommodation.
 02. Applicant.