



OFFICE OF THE CHIEF WARDEN
NATIONAL INSTITUTE OF TECHNOLOGY
ROURKELA-769008 (ODISHA)

**APPLICATION FOR TEMPORARY ALLOTMENT OF ROOMS/COMMON ROOM FOR
CONFERENCE/SHORT-TERM COURSE/WORKSHOP/SYMPOSIUM/SAC OR ANY OTHER ACTIVITIES**

1. Name of the Applicant : _____
2. Designation : _____
3. Department : _____
4. Contact No. : _____
5. No. of Participants : Boys _____ / Girls _____
6. Purpose of allotment : _____
7. No. of Rooms/ Common Room : _____
8. Type of Rooms : Guest Room/ Normal Room (Sharing accommodation without bed roll)
9. Food service in Hall : Yes/No (if Yes, payment to be made by): Organizer/ Participant
10. Period of Booking (Specify Date) : From ____/____/____ to ____/____/____

Signature of Applicant

For Chief Warden Office use only

Recommended for allotment:	Room Type	VSH	VKH	CVRH	HBH	Other(_____)
	Normal					
	Guest					

Charges: Normal Room @ Rs. 100/-X_____ No of Participants X _____ Days =
 Guest Room @ Rs. 300/-X_____ No of Participants X _____ Days =
 Food @ Rs. 147/-X_____ No of Participants X _____ Days =

Total =

Dealing Asst.

Allotment Status : Approved / Not Approved

Reason for not Approved :

Chief Warden

Copy to:

1. Warden VSH / VKH / CVRH / HBH Hall