

CEP GUEST HOUSE
NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE & TECHNOLOGY
(DEEMED-TO-BE- UNIVERSITY)
NIRJULI – 791109 (Itanagar), ARUNACHAL PRADESH

BOOKING FORM

Date: _____

1. Visitor Details

- a) Name and Designation: _____
b) Address: _____
c) Purpose of Visit: _____
d) Contact No.: _____ ID Proof: _____

2. Travel Schedule

- a) Expected Arrival: Date (DD/MM/YY) _____ Time _____ AM/PM
b) Expected Departure: Date (DD/MM/YY) _____ Time _____ AM/PM

3. Accommodation

- a) Category Proposed (**Please see overleaf**)

(A) ☐	(B) ☐	(C) ☐
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Approval from the Director is required for Category 'A'

- b) Categories: (A) Official Invitees, (B) Institute Guests, and (C) Private
c) Category 'A' and 'B', enclose supporting documents: Yes/No _____
d) Total no. of room(s) required: _____

4 Details of Person Making the Booking:

NERIST Employee: a) Name and Designation: _____ b) Department/Section: _____ c) Contact No. _____	Others: a) Name: _____ b) Address: _____ c) Mobile No.: _____
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5 Payment Mode:

- ☐ (a) By the person making the booking ☐ (b) By the guest staying

Signature of the Proposer with date

Recommended/Not Recommended:

(HOD/HOC/HOS)

Recommended/Not Recommended: (Approval required for Categories 'B' and 'C')

Approved/Not Approved

(In-Charge, CEP Guest House)

Decision of the Authority (Approval required for Category 'A')

Approved/Not Approved

(Director)

(FOR CEP GUEST HOUSE USE ONLY)

1. Accommodation: ***Available / Not Available***
2. Category: _____
3. Room No (s) Allotted: _____
4. Number of Days: _____

Caretaker, CEP Guest House

The category details are as follows:

Category (A) – Official Invitees:

This category applies to experts invited by NERIST, including committee members, resource persons for conferences, seminars, and workshops, external examiners for viva or practical examinations, and individuals attending official meetings.

Category (B) – Institute Guests:

This includes participants attending conferences, seminars, workshops, training programs, faculty development programs, short-term courses, meetings, examinations, and project-related activities. It also covers ex-employees of NERIST, invited alumni, parents of students, and guests participating in academic or administrative events organized by NERIST.

Category (C) – Private:

This category is meant for purely personal stays with no official association with the institute. It also includes bookings made by other institutions or organizations for their own academic or administrative activities that are neither sponsored nor hosted by NERIST.