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) ☐

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:	Others:
a) Name and Designation: _____	a) Name: _____
b) Department/Section: _____	b) Address: _____
c) Contact No._____	c) Mobile No.: _____

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/Approved/Not Approved

(In-Charge, CEP Guest House)

Decision of the Authority 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

NORTH EASTERN REGIONAL INSTITUTE OF SCIENCE AND TECHNOLOGY

(Deemed to be University u/s 3 of UGC Act, 1956)

(Under the Ministry of Education, Govt. of India)

NIRJULI :: ARUNACHAL PRADESH :: 791109

No. EST-230/2/2026/692 Dated : 30.04.2026

OFFICE ORDER

In the interest of the Institute, the Director, NERIST is pleased to finalise the room tariff and visitors categories of the NERIST Guest House and the CEP Building as under:-

NERIST Guest House

Type of Room	Category		
	Official Invitees	Institute Guests	Private
	(A)	**(B)**	**(C)**
Normal	-	Rs. 800.00	Rs. 1200.00 + GST
Suite	-	Rs. 1200.00 + GST	Rs. 2000.00 + GST

CEP Building

Type of Room	Category		
	Official Invitees	Institute Guests	Private
	(A)	**(B)**	**(C)**
Normal	-	Rs. 500.00	Rs. 1000.00

The category details are as follows:-

Category (A) - Official Invitees: Applicable to NERIST invited experts such as committee members, resource persons for conferences/seminars/workshops, external examiners for viva/practical examinations, and members attending official meetings.

Category (B) - Institute Guests: Applicable to participants attending conferences, seminars, workshops, training programmes, faculty development programmes, short-term courses, meetings, examinations, project-related activities, ex-employees of NERIST, invited alumni, parents of students, and guest of academic or administrative events orgainsed by NERIST.

Category (C) - Private: Applicable to purely personal stays with no official Institute work and bookings by other Institutions/Organisations for their own academic or administrative programmes that are not sponsored or hosted by NERIST.

This is issued with the approval of the Competent Authority.

Sd/-
Registrar

No. EST-230/2/2026 Dated : 30.04.2026

Copy to:

1. The Director, NERIST for kind information please.
2. The Registrar, NERIST for kind information please.
3. In-Charge NERIST Guest House/CEP Building for kind information and necessary action please.
4. Office Copy

30/4/26

Assistant Registrar (Estt.)