

GUEST HOUSE BOOKING FORM

North East Regional Institute of Education
Umiam, Shillong-793103

To,

The Section Officer (C&W)
NERIE, Umiam-793103

Sir,

Please book accommodation for the following Guest/Participants/Resource Persons as per particulars given below.

Title of Programme (with Code No., if any) for official visit: _____

Sl. No.	Name & Designation	Address of the Guest	Mobile No. & Mail ID. *	Purpose of visit (Official/unofficial)	Arrival Date/Time	Departure Date/Time	Period of stay	No. of rooms required
1								
2								
3								
Relationship of accompanying guest(s) to be specified (if any)								

(In case of more than 3 persons, please use back-side / additional sheet)

I/We know the guest(s) personally and request to allow him/her/them for allotment of accommodation in case of availability. I/ We agree that availability of accommodation will be conveyed via mobile/e-mail/file.

Signature of Applicant/Programme Coordinator: _____

Designation: _____ Contact No: _____

Date of Application: _____ Email ID: _____

***Important Instruction:**

Requisition for booking should be made at least one week prior to the date of commencement of booking. Boarding charges, etc. has to be paid directly to the Canteen In-charge.

FOR OFFICE USE

1. Accommodation: Available/not Available
3. FromTo.....
5. Rent charges (per day)

2. Guest House No. allotted.....
4. Category of Guest
6. Total Room Rent

Section Officer (C&W)/Caretaker

Administrative Officer

Recommended/Not Recommended

Principal

Sl. No.	Name & Designation	Address of the Guest	Mobile No. & Mail ID.	Purpose of visit (Official/unofficial)	Arrival Date/Time	Departure Date/Time	Period of stay	No. of rooms required
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								