



राष्ट्रीय प्रौद्योगिकी संस्थान नागालैंड  
NATIONAL INSTITUTE OF TECHNOLOGY NAGALAND  
(An Institute of National Importance under MOE, Govt of India)  
Chumukedima, Nagaland 797 103

Form 16

ACCOMMODATION/ TRAIN/ FLIGHT/ VEHICLE BOOKING REQUISITION FORM

1.	Name and Designation of Indenter		
2.	Department		
3.	Name of the Guest/Expert/Official who is visiting/travelling		
4.	Purpose & Date of Visit/Travel		
5.	Place to Visit		
6.	<b>Travel</b>	<b>Accommodation</b>	<b>Office Vehicle/Taxi</b>
	<b>Train/Flight details (if any):</b> ▪ <b>Onward Journey:</b> ➤ Date: _____ ➤ Specify onward trip below: - _____ _____ ➤ Flight/Train No.: _____ ▪ <b>Return Journey Details:</b> ➤ Date: ___/___/___ ➤ Specify return trip below: - _____ _____ ➤ Flight/Train No. : _____	<b>Date of Booking:</b> ▪ <b>Specify name of the hotel:</b> _____ _____ Check in date: ___/___/___ Check out date: ___/___/___	<b>Date of Booking:</b> ▪ <b>Specify the dates:</b> ___/___/___ ___/___/___ ___/___/___ ___/___/___
7.	Mobile & Email ID		
8.	Approval of the Competent Authority * (Yes / No)		
9.	<b>Specify Head of Booking (✓ tick the head):</b> Institute_____/TEQIP_____/ Project:_____		

- \*Please note: a) Prior approval of the event/program from the Competent Authority is mandatory before forwarding the booking requisition/cancellation.  
b) Fill and submit the full details of Staff/Guest/Expert travelling by Flight in the excel format enclosed and email the excel soft copy to: [ar\\_finance@nitnagaland.ac.in](mailto:ar_finance@nitnagaland.ac.in)  
c) Boarding Pass of the official(s)/Guest/Experts traveled has to submitted along with TA/DA Bills.  
d) Any request made for booking of flight ticket within less than 72 hours of intended travel will have to be accompanied with justification and approval from competent authority.

(Signature of the Indenter with date)

In-charge:

(Registrar)

Forwarded to the Nodal Officer