



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

Form 16

ACCOMMODATION/ TRAIN/ FLIGHT/ VEHICLE BOOKING REQUISITION FORM

1.	Name and Designation (Reservation/ booking requested for)		
2.	Address in Full		
3.	Purpose for the Accommodation/ Visit/Vehicle:(Provide full details)		
4.	Place to Visit		
5.	Travel	Accommodation	Office Vehicle/Hired Car
	Train/Flight details (if any): ▪ Onward Journey: ➤ Date: ___/___/___ ➤ Specify onward trip below:- _____ _____ ➤ Flight/Train No. : _____ ▪ Return Journey Details: ➤ Date: ___/___/___ ➤ Specify return trip below:- _____ _____ ➤ Flight/Train No. : _____	Date of Booking: ▪ Specify name of the hotel: _____ _____ Check in date: ___/___/___ Check out date: ___/___/___	Date of Booking: ▪ Specify the dates: ___/___/___ ___/___/___ ___/___/___ ___/___/___
6.	Mobile/Phone Number:		
7.	Approval of the Competent Authority * (Yes / No)		
8.	Specify Head of Booking (✓ tick the head): Institute_____/TEQIP ____/ Project (Title and ID No.):_____		
	Others (If any): _____		

**Please note: Prior approval of the visit/Accommodation from the Competent Authority is mandatory before forwarding the booking requisition.*

(Signature of the indenting Employee)

Date:

Registrar:

In-charge: