



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 BOOKING REQUISITION FORM

1.	Name and Designation <i>(for whom booking request)</i>		
2.	Address in Full		
3.	Purpose for the Accommodation/ Visit/Vehicle: <i>(Provide full details)</i>		
	Travel	Accommodation	Office Vehicle/Hired Car
4.	Train/Flight details (if any): Place of Visit: _____ ▪ Onward Date/Flight/Train: ➤ Date: ____ / ____ / ____ ➤ Flight/Train No. : _____ ▪ Return Date/Flight/Train: ➤ Date: ____ / ____ / ____ ➤ Flight/Train No. : _____	Date of Booking: Arrival: ____/____/____ Departure: ____/____/____	Date of Booking: Date: ____/____/____ Date: ____/____/____ Date: ____/____/____
5.	Mobile/Phone Number:		
6.	Approval of the Competent Authority *	(Yes / No)	
7.	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: