



OFFICE OF THE DIRECTOR CUM PRINCIPAL  
RAJIV GANDHI GOVT. ENGINEERING COLLEGE  
KANGRA AT NAGROTA BAGWAN, VPO MASSAL,  
TEHSIL NAGROTA BAGWAN, DISTT. KANGRA (HP)-176047  
(Approved by: AICTE, New Delhi; Affiliated to: HPTU, Hamirpur (H.P.)  
PH. 01892-249188; E-MAIL: [rggcec.office@gmail.com](mailto:rggcec.office@gmail.com); WEBLINK: [www.rggcec.ac.in](http://www.rggcec.ac.in)

No. 291

Dated: 30/06/25

OFFICE ORDER

It is for information of all teaching and non-teaching staff that govt. has granted permission to earmark 10 rooms of Trainees Hostel as Transit Accommodation on daily rent basis including electricity and water charges @ Rs. 150/- per day with an annual increase of 10% in the rent further subject to condition that allotment of such hostel rooms may be cancelled by the Director (TE) as per requirement. The transit accommodation facility is applicable for only internal teaching and non-teaching staff.

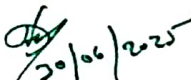
Consequent to above decision, room nos. 106, 107, 204, 205, 206, 207, 304, 305, 306 and 307 of Trainees Hostel are hereby earmarked as Transit Accommodation. The willing teaching and non-teaching staff of the institute may apply for the same on prescribed performa attached as Annexure-A.

  
Director/Principal  
Rajiv Gandhi Govt. Engg. College  
Kangra at Nagrota Bagwan

Endst. No. RGGECE/NGB/Trainees Hostel/2025-2426-2428.  
Copy to:-

Dated: 30/06/25

1. Director, Technical Education, Vocational and Industrial Training, Sundernagar, Distt. Mandi for information please.
2. Mr. Ajay Kumar, AP, ME cum OIC Trainees Hostel for information.
3. Guard File.

  
Director/Principal  
Rajiv Gandhi Govt. Engg. College  
Kangra at Nagrota Bagwan



**RAJIV GANDHI GOVT. ENGINEERING COLLEGE**  
**KANGRA AT NAGROTA BAGWAN, DISTT. KANGRA (H.P.) PIN 176047**  
**PHONE: 01892-249188, E-MAIL: RGGEC.OFFICE@GMAIL.COM**

**REQUISITION FORM FOR ALLOTMENT OF TRANSIT ACCOMMODATION IN TRAINEES HOSTEL**

1. NAME OF THE STAFF (IN CAPITAL LETTERS): .....
2. Designation: .....
3. Department: Civil/Electrical/Mechanical/ECE/SoA/ASH/Office (please tick)
4. Mobile no. (preferably WhatsApp): .....
5. Email ID: .....
6. Duration of requested allotment: From..... to .....
7. No. of persons who will be staying: .....

Date:

Sig. of the applicant

**FOR OFFICE USE ONLY**

**a) As per requisition request:**

Rooms No. allotted: ..... (ii) No. of Days ..... Total Charges to be paid: .....

Sig. of Dealing Clerk

Sig. of Faculty Incharge

Director cum Principal

**b) At the time of check out:**

(i) Room No. used: ..... (ii) No. of Days ..... (iii) Total Charges: Rs.....

Sig. of Dealing Clerk

Sig. of Faculty Incharge

Director cum Principal

**TERMS & CONDITIONS AND PAYMENT**

- i) Charges for transit accommodation will be Rs. 150 per day (including electricity and water charges).
- ii) Cleanliness and upkeep of items (as per list available with dealing assistant) will be responsibility of the occupant.
- iii) Smoking and drinking liquor is strictly prohibited in the transit accommodation.
- iv) In case of any allotment query, please contact Mr. Varun, DA Trainees Hostel (Mobile No. 9625529194).
- v) Rent charges may be deposited in the following Bank Account Number of the institute:

Bank Account Detail	QR Code
Name of account: RGGEC Kangra Revenue Gen. Fund	
Name of Bank: HDFC, Nagrota Bagwan	
Account No. 50100492708610	
IFSC Code: HDFC0002227	

UPI ID: rajivgandhigovtengin.62764050@hdfcbank

- vi) Proof/Ref. No./Ref. Id/Transaction No. of the amount deposited may be shared with Mr. Mohit, Account Clerk (Mobile No 9418207333) of this institute for issue of receipt.