



**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 BOOKING OF TRAINEES HOSTEL/BOYS OR GIRLS HOSTEL GUEST ROOM**

1. NAME OF THE VISITOR (IN CAPITAL LETTERS): .....
2. Name of organization/firm/company/institute: .....
3. Designation/Occupation: .....
4. Postal address: .....
5. Mobile no. (preferably WhatsApp): .....
6. Email ID: .....
7. Category of the visitor: Please turn overleaf to see details and tick
 

A	B	C	D
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8. Purpose of the visit: .....
9. Expected Check-in date & time:
 

DD	MM	YYYY	Hrs	AM/PM
10. Expected Check-out date & time:
 

DD	MM	YYYY	Hrs	AM/PM
11. No. of rooms required: .....
12. Category of room(s) to be booked (applicable for Trainees Hostel only): Non-VIP ..... Nos. /VIP ..... Nos.
13. No. of persons who will be staying: .....
14. Details of person making the booking (ignore if booking is requested by the visitor himself/herself):
  - a. Name: .....
  - b. Department: Civil/Electrical/Mechanical/ECE/SoA/ASH/Office (please tick)
  - c. Designation: .....
15. Charges to be paid by (please tick): Visitor/Other person making the booking/Free (Institute Guest)
16. Photo Identity Proof attached (please tick): I-Card/Aadhar Card/Driving License/Voter-ID/Other

Date:

Sig. of the applicant

**FOR OFFICE USE ONLY**

**a) As per requisition request:**

Rooms No.(s) allotted: Non-VIP (.....)/VIP (.....)      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(s). used:..... (ii) No. of Rooms ..... (iii) No. of Days .... (iv) Total Charges: Rs.....


Sig. of Dealing Clerk

Sig. of Faculty Incharge

Director cum Principal

## TERMS & CONDITIONS AND PAYMENT OPTIONS

- i) Please enclose any one of the Photo Identify Proof along with this requisition form:  
Department I-Card/Aadhar/Driving License/Voter-ID/ Other.
- ii) In case of official visit, copy of official orders should be attached with the requisition form.
- iii) Booking request may be communicated through e-mail [rggrec.office@gmail.com](mailto:rggrec.office@gmail.com) or by hand. Please attach filled Requisition form, Photo Identity Proof and Official Orders (if any).
- iv) Request for booking will be entertained not earlier than one week before the actual visit.
- v) Smoking and Drinking is strictly prohibited in the guest rooms.
- vi) Stay of any guest beyond 3 days is not permissible.
- vii) In case of any booking query, please contact Mr. Varun (Mobile No. 9625529194)
- viii) Tariff 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	 UPI ID: rajivgandhigovtengin.62764050@hdfcbank
Name of Bank: HDFC, Nagrota Bagwan	
Account No. 50100492708610	
IFSC Code: HDFC0002227	

- ix) 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.

### TRAINEES HOTSEL/HOSTELS GUEST ROOM ELIGIBILITY & ROOM TARIFF

S. No.	Visitor Category/Eligibility	Tariff Charges per Day per Room (Non-VIP)	Tariff Charges per Day per Room (VIP)*
<b>A.</b>	(i) Expert or Guest invited for institute work/ Inspections/ Affiliation/ Approval/ Seminar/ Workshop/ Expert talk/ Guest lecture (ii) Officials of companies/ firms/ organisations visting RGGEC for Training & Placement of Students	Free accommodation (Institute Guests)	
<b>B.</b>	(i) Department of Technical Education H.P. Employees on official duty (ii) Employees of RGGEC (self)	Rs. 250/-	Rs. 500/-
<b>C.</b>	(i) Other department (under State Govt. or Central Govt.) employees on official duty (ii) Ex-employees of Department of Technical Education H.P. (iii) Alumni of RGGEC (iv) Guests of RGGEC employees (v) Parents/Guardians of students of RGGEC	Rs. 500/-	Rs. 750/-
<b>D.</b>	Private/un-official persons	Rs. 750/-	Rs. 1000/-

\*VIP Category rooms having additional facilities like AC, Electric Kettle, Iron, TV etc. are available only in Trainees Hostel

**Note:**

1. Mess/Food, attendant and Cable TV connection facility not available in the Trainees Hostel.
2. Attendant and attached toilet/bathroom facility not available in Boys/Girls Hostel Guest Rooms.