

**ICMR-National Institute of Traditional Medicine**

**GUEST HOUSE REQUEST FORM**

**Personal Details**

- **Name:** \_\_\_\_\_
- **Designation:** \_\_\_\_\_
- **Institute ID Card Number:** \_\_\_\_\_
- **Aadhar Number:** \_\_\_\_\_

**Visit Information**

- **Purpose of Visit:** \_\_\_\_\_
- **Duration of Stay:**
  - **From (Date):** \_\_\_\_\_
  - **To (Date):** \_\_\_\_\_

**Declaration**

I hereby declare that the information provided above is true to the best of my knowledge.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

\_\_\_\_\_

**For Office Use Only:**

- **Approved By:** \_\_\_\_\_
- **Remarks (if any):** \_\_\_\_\_
- **Signature and Seal:** \_\_\_\_\_

Dear [Applicant's Name],

Subject: Confirmation of Guest House Allotment

Greetings from ICMR NITM!

We are pleased to inform you that your request for accommodation at the ICMR NITM Guest House has been approved. Below are the details of your allotment:

Guest Details:

Name: [Applicant's Name]

Designation: [Designation]

Institute ID Card Number: [ID Card Number]

Stay Details:

Purpose of Visit: [Purpose of Visit]

Duration: From [Start Date] to [End Date]

We look forward to hosting you. Please ensure to bring your Institute ID card and Aadhar card during check-in. Wishing you a pleasant stay at our guest house.

Please note the following points

- (1) Check-in time is 2:00 PM and check-out time is 12:00 PM.
- (2) Smoking and alcohol consumption are strictly prohibited.
- (3) Please inform the front desk in case of any special requirements or late check-in.
- (4) Meals can be availed at the guest house canteen during designated hours. For any further queries or assistance, feel free to reach out to us.
- (5) NITM Guest House does NOT have dedicated Guest House Staff - The Care-Taker, the Guest House In-Charge/Manager, Housekeeping staff, etc are all given additional responsibilities of Guest House in addition to their regular duties at the Institute. Their availability and services may get affected due to this reason.
- (6) NITM Guest House does NOT have catering/restaurant facility -The Care-Taker will facilitate availability of breakfast and/or lunch, tea/coffee, milk, etc during duty hours on official working days and Saturdays. This service is not available on closed holidays and Sundays. Guests may be advised to check with Guest House In-charge/Manager for details. Online app-based food ordering services are available at the Institute. Orders may be collected from the Main Gate of the NITM campus.
- (7) Accessibility: The Guest House does not have customized facilities for Persons With Disabilities as on date. Guests have to climb 3 steps to enter the Guest House premises. Only 3 rooms located on the Ground Floor and 2 rooms and Suites in the 1st Floor. There is NO ELEVATOR/LIFT facility. Wheel chair may be provided if needed. Specific need may be indicated while booking.

Best Regards,

Guest House in charge  
ICMR-NITM, Belagavi