



Dt. 21/11/2022

**CIRCULAR**

Room Tariff for the NITT Guest House has been categorised into four different categories – CAT-I, CAT-II, CAT-III and CAT-IV.

The details of the categories of guests are given below:

Category	Eligibility	Authority	Payment Mode
CAT-I	Guests invited by the Institute for academic, administrative work and for campus interview, other guests whose TA/DA borne by the institute will also come under this category	Director/Registrar/ Deans/HODs	Institute
CAT-II	Guests/individual visiting institute in connection with Scheme, Project/Consultancy, Short term courses, Workshops, Symposia, Seminars, Conferences, etc., having direct relevance to activities of NIT, Trichy and where TA/DA is borne by individuals or organizations other than NIT Trichy	Deans/HODs	Project/Respective Co-ordinator/ By Guest
CAT-III	Employees/Ex-employees, Guests of Faculty/Staff, Students' Parents/Guardians and Alumni./ Government officials whose visits are not in connection with the work of NIT Trichy and Guests from other academic institutes offered accommodation on reciprocal basis	Faculty/Staff	By Individual before checking out/ By Faculty or Staff concerned
CAT-IV	Guests not covered any of the above Categories	Registrar/HODs/Faculty	By Individual before checking out

P.T.O..

**Room Tariff:**

Category	Room Type	Rent per day in Rs.	
		Single Occupancy	Double Occupancy
I, II, III, IV	Suite Room*	5,500/-	5,500/-
I, II, III, IV	Mini Suite Room*	4,000/-	4,000/-
I	Standard Room	1,000/-	1,600/-
II		1,100/-	1,800/-
III		1,200/-	2,000/-
IV		2,600/-	2,600/-
* To be allotted only with the approval of the Director			
Extra bed Rs. 400/- for all categories; GST applicable for all tariff as per the GST norms			

**Note:** For the Category-I guests based on the approval from the Competent Authority, no bill shall be raised (being own use) but record shall be maintained to ascertain the value of such Unbilled portion for NITT guests.

**The Revised Room Tariff will be with effect from December 1, 2022.**

Circular is issued with the approval of the Director.

*N. Daniel*  
21/11/22  
Registrar (i/c)

**Copy to:**

All Deans, All HODs,  
All Faculty and Staff through HODs,  
Hostel Notice Board,  
CSG- for publishing in the Institute site