

Guest House Booking Form

Please Tick your requirement:

Technology GH Visveswarya GH Kolkata GH Others: Please Specify

1. Name of visitor(s) _____
2. Designation / Relation _____
3. Postal address & Mob No _____
4. Expected arrival DD MM YY HRS
5. Expected departure DD MM YY HRS
6. Category proposed A (Institute) B (Official) C (Non Institute) D (Others)
7. Type of accommodation required (tick one)
 Double A/C Suite Single Non A/C (VGH)
 Double Non A/C (VGH) Dormitory Non-AC (VGH)
 Dormitory A/C (VGH) Cottage (KOL) Dormitory (SLGH)
 Others. Please Specify
8. Purpose of Visit _____
9. No of person(s) _____
10. Food on arrival, if any _____
11. For Cat 'B' furnish project code/account name _____
12. Person making the booking :
 - a Name: _____
 - b Employee code / Roll No _____
 - c Designation and Dept/Center/School/Sec _____
 - d Mobile Number _____
13. For Cat 'C' & 'D' only:
 - a. Kindly settle the bill(s) before checking out / Collect the charges from the guest
 - b. If Charges are not paid by the Guest then the undersigned agrees to settle the Bill(s)Date: _____ (Signature of person making booking)
14. Signature of the HOD (For Cat A/B/C/D) _____ (Signature of HOD with Seal)

Approved/Not Approved (with remarks if any)

Professor-in-Charge, Guest Houses

Note : - Submit this form to : Technology Guest House Office. Please turn over for rules and procedures
For any other information's kindly contact Guest House – Tele No – (03222 282834 / 282840 / 282842)
E Mail : tgh@hijli.iitkgp.ac.in / bibhuti@adm.iitkgp.ac.in/tghoff@iitkgp.ac.in