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 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