

# Guest House Booking Form

Please Tick your requirement:

Technology GH   
  Visveswaraya 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)
 

<input type="checkbox"/> Double AC	<input type="checkbox"/> Suite (TGH)	<input type="checkbox"/> Single Non AC (VGH)
<input type="checkbox"/> Double Non AC (VGH)	<input type="checkbox"/> 3 Bed Non AC (VGH)	
<input type="checkbox"/> 4 Beds Non AC (VGH)	<input type="checkbox"/> Cottage (KOL)	<input type="checkbox"/> Dormitory (KOL)
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 )

To  
 Technology Guest House  
 IIT Kharagpur ,Pin 721302