

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/tghhoff@iitkgp.ac.in

Room Tariffs		Descriptions of Categories			
Technology Guest House		Category	Eligibility	Authority	Payment
Type of Accommodation	Tariff per day (Rs.)	CAT "A"	Statutory Committee (BOG, B&W, Finance), External Examiners All IIT Director & Former Directors Candidate for Faculty Position Campus Placement, Guest invited by the Institute for academic / administrative work etc.	Director/Dy.Director/ Registrar/Deans/HODs/ Chairman's/PICs	Institute
D/B AC Room – (Single Occupancy)	1000/-				
D/B AC Room – (Double Occupancy)	1500/-				
Suite Rooms	2000/-				
Heritage Building (Per Suite)	5000/-				
Meeting Room (With VC)	8000/-				
Meeting Room (Without VC)	5000/-				
Banquet Hall (For lunch & Dinner Each)	5000/-	CAT "B"	Guest visiting related to Project/ STC/ Seminars/ Workshops/ Conferences etc.	Dean SRIC/ Dean CEP/ Pls of Projects/ Coordinators	By SRIC / CEP
Banquet Hall (For 1 day)	8000/-	CAT "C"	Parents of Students	Warden of Hall/HOD/Faculty	By Individual before checking out, if not person making the booking need to settle the bill
Visveswaraya Guest House			Family/Relatives of Employee / Ex Employee	Self with copy of ID card/Pension card attached with application form	
Type of Accommodation	Tariff per day (Rs.)		Alumni of IIT Kharagpur	Dean (AA-IR)	
D/B AC Room – (Single Occupancy)	400/-		Guest from other academic institute (IITs/NIITs/CFTIs/Universities/Institutes)	Registrar / Prof-In-Charge (GH)	
D/B AC Room – (Double Occupancy)	600/-	CAT "D"	Guest not covered under the above categories	Registrar / Prof-In-Charge (GH)	Individual before checking out, if not person making the booking need to settle the bill
D/B Non AC Room – (Single Occupancy)	250/-				
D/B Non AC Room – (Double Occupancy)	300/-				
Suite Room (S1/S2)	1000/-				
Single Bed Non AC Room	150/-				
Dormitory Non AC Room (Per Bed)	150/-				
Dormitory AC (Per Bed)	250/-				
Dormitory AC (Full Room – 10 Beds)	2300/-	* For Category "D" the applicable tariff will be 1.5 times the normal tariff.			
*Community Centre (Half of a Day)/ Full Day	1250/- / 2000/-	Note:			
*Class Rooms – Per Day	600/-	<ol style="list-style-type: none"> Non-official booking should not be for more than 3 days which can be extended upto 6 days depending upon availability on the last day of booking with approval of PIC (GH). The management of the Guest House may at its discretion can cancel any booking & may offer alternate available accommodation (if any) due to institute requirement with approval of PIC (GH) For all group / bulk bookings a written confirmation should be send by the host to the guest house about the exact number of rooms required/ list of participants and the invitees before 5 days of the commencement of the event failing which the said booking will be treated as cancelled. Cancellation of all confirmed individual bookings for NGH / VGH shall be done 24 hrs before the arrival date in writing, failing which 20% of the room rent for the room booked will be charged to the applicant. For Kolkata Guest House, Cancellation of all confirmed bookings shall be done 24 hrs before the arrival date in writing, failing which 20% of the room rent for the room booked will be charged to the applicant under Category (B/C/D). 			
Kolkata Guest House		Penalties for Damage of Guest House Properties:			
Type of Accommodation	Tariff per day (Rs.)	If the guests during their stay damage the contents (Linen, Mattress, Sofa, Table Top Glass etc.) then Guest House Management after examining the nature of the damage may impose penalty to the guest to replace the contents. If guest is not paying the penalty, the person making the booking needs to settle the bill.			
D/B AC Room – (Single Occupancy)	1500/-				
D/B AC Room – (Double Occupancy)	2000/-				
Cottages (AC) – (Single Occupancy)	600/-				
Cottages (AC) – (Double Occupancy)	1000/-				
*Meeting Room - (Per Meeting / per day)	8000/-				
Dormitory (Per Bed)	400/-				
Technology Guest House (Old Wing / Annex)					
Type of Accommodation	Tariff per day (Rs.)				
D/B AC Room – (Single Occupancy)	1000/-				
D/B AC Room – (Double Occupancy)	1500/-				
Suite Rooms	2000/-				
Single Bedded AC. Rooms	500/-				
Single Bedded Non AC Rooms	400/-				