INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Guest House

Requisition Form for Booking of Accommodation

1. Accommodation required (Tick ☐ the appropriate box):

☐ Guest House (GH)	☐ Transit Stay
☐ Visiting Faculty Apartment (VFA)	

2. Visitor & Booking Details:

Name		Organization	
Address		Nationality	
Phone/ Email		Purpose of Visit	
No. of Persons		Visitor Category (details overleaf)	☐ A ☐ B ☐ C
No. of Rooms			
Arrival		Departure	
Date:	Time	Date:	Time

Note : *The Check-In and Check-Out times are 02.00 P.M and 12.00 Noon, respectively.*

3. Bill(s) to be settled by:

Lodging :	☐ Visitor	☐ Indenter	☐ Institute	☐ Project No.........
Food :	☐ Visitor	☐ Indenter	☐ Institute	☐ Project No.........

4. Indenter Details:

Name		Designation	
ID No.		Discipline	
		Signature	

5. Approvals:

Certified that the bill be charged directly from	Students request to be approved by:	Approved as/ for
Project A/c ☐ Salary A/c ☐ Discipline ☐ Alumni ☐		• Institute Guest ☐ • Charged to Main A/c ☐
Project Investigator (PI)	Warden/Associate Dean(SA)/ Dean (SA)	Dean (GA)/ DIRECTOR

6. For office use only:

Status of Booking	☐ Confirmed ☐ Not Confirmed ☐ RAC
	Room No. Allotted : *(for confirmed booking)*
(Hospitality Manager)	(Coordinator, Hospitality & Guest House)

Norms, Guidelines and Other Informations

1. For booking of accommodation at the Institute Guest House, the duly approved Guest House reservation [form](#) is required to be forwarded to hospitality@iitgn.ac.in 48 hrs before the guest arrival date.

2. Reservation of suite rooms will only be made with due endorsement from Director Office.

3. Confirmation of allotment will be communicated by the Hospitality section through an e-mail within 48 hrs of receipt of the duly approved reservation form.

4. Request for personal bookings shall be confirmed not earlier than two weeks (14 days) before the actual date of arrival of the guest(s).

5. The Check-In and Check-Out times are 02.00 P.M and 12.00 Noon, respectively.

6. Early Check-In & Late Check-Out (subject to availability) shall be allowed on a chargeable basis (30% of one-day room rent for initial four hours and full rent beyond that). Approval for the extended stay must be obtained beforehand and informed at the reception. Guests can temporarily store their luggage in the baggage storage area at no extra charge.

7. Telephonic room bookings/ cancellations will not be entertained.

8. Request for cancellation of allotment (except group booking) should be intimated at least 24 hrs before the guest's arrival date. If cancellation is not made as above in writing, one-day room charge will be levied from the Indenter.

9. Cancellation of all group bookings (more than five rooms) should be done at least 48 hrs before the guest(s) arrival date/event. If cancellation is not done as above in writing, 50% room rent of unoccupied rooms per day will be levied as room retention charges from the Indenter/event organizer.

10. In case of cancellation upon Arrival/No-show, one day room rent of the pre-booked rooms will be levied from the Indenter as room retention charges.

11. Meals can be booked at the Guest House dining hall up to 4 hours in advance. Dining Hall is located at the Second Floor of the Guest House, VoIP No. 1341. Currently, room services are not available.

	Breakfast	Lunch	Dinner
Timings & Rate	8:00AM – 9:30AM	1PM – 2:30PM	8:00PM – 9:30PM
	Rs. 125/-	Rs. 175/-	Rs. 175/-

12. Smoking and consumption of Narcotics/Alcoholic drinks is strictly prohibited in the Guest House units/premises.

13. Booking for Institute events shall take precedence over personal bookings.

14. The Guest House booking is provisional and subject to availability of the rooms.

CATEGORY OF GUESTS AND PER DAY ACCOMODATION CHARGES FOR GUEST HOUSE

Category	Accommodation Guest House		Accommodation Housing Guest House	
	Regular Room	**Suite**	**One Room**	**Full Flat**
Category A • Guests of the Institute (*bill to be charged to Main Fund*). • Faculty and Staff of IITGN (with due approval; bill to be charged to salary).	Rs. 1,400/-	Rs. 2,200/-	Rs. 1,400/-	Rs. 2,200/-
Category B • Guests of Faculty and Staff of IITGN (bill to be charged to salary). • Alumni of the Institue (with due approval) • Faculty & Staff of other IITs, NITs and other CFTIs. • Guests for sponsored projects/consultancy. • Participants from academic institutions in conferences/ short courses at IITGN. • Parents/ Guardians/ Spouse of students of IITGN (with permission of Dean (SA)/ Associate Dean (SA)/ Warden). • Employees and guests of CPWD IITGN project team.	Rs. 2,000/-	Rs. 3,200/-	Rs. 2,000/-	Rs. 3,200/-
Category C • Industry participants in conferences/short-term courses of IITGN. • Guests of other organizations. • Visitors from other Government or Public Sector Organizations. • Foreign nationals regardless of category. • Any other guests with due approval.	Rs. 2,700/-	Rs. 4,400/-	Rs. 2,700/-	Rs. 4,400/-

Note : The above rates are exclusive of any taxes. Taxes, if applicable, will be charged extra.