INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Guest House

Requisition Form for Booking/ Cancellation of Accommodation

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

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

2. Visitors' & 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

3. Bill(s) to be settled by:

Lodging: ☐ Visitor ☐ Indenter ☐ Institute ☐ Project No………

Food: ☐ Visitor ☐ Indenter ☐ Institute ☐ Project No………

4. Indenter's Profile:

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)	PIC (GA)/ DIRECTOR

6. For office use only:

Status of Booking	☐ Confirmed	☐ Not Confirmed	☐ RAC

(Hospitality Manager)   (Guest House In-charge)

Norms, Guidelines and Other Informations

Booking Procedures:

1. The reservation form should be filled properly with an approval from the concerned authority of the Institute and may please be submitted to the Hospitality Section for final confirmation.
2. Timings & Rates:

Timings & Rate	Breakfast 8:00AM – 9:30AM Rs. 80/-	Lunch 1PM – 2:30PM Rs. 110/-	Dinner 8:00PM – 9:30PM Rs. 110/-

- One-day prior information will help us to serve you better.

3. The guests staying in the Institute Guest House will be classified into three categories as follows:

Category (A)
- Guests of the Institute.
- Faculty and Staff of IITGN (with due approval; bill to be charged to salary).

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.

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.

Accommodation charges for Guest House facilities per day will be as follows:

Category	Accommodation New Guest House		Accommodation Housing Guest House	
	Regular Room	**Suite**	**One Room**	**Full Flat**
Category A	Rs. 1,200/-	Rs. 2,000/-	Rs. 1,200/-	Rs. 2,000/-
Category B	Rs. 1,800/-	Rs. 3,000/-	Rs. 1,800/-	Rs. 3,000/-
Category C	Rs. 2,400/-	Rs. 4,000/-	Rs. 2,400/-	Rs. 4,000/-