



# INDIAN INSTITUTE OF TECHNOLOGY GANDHINAGAR

Guest House

Requisition Form for Booking of Accommodation

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

<input type="checkbox"/> Guest House (GH)	<input type="checkbox"/> Visiting Faculty Apartment (VFA)
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## 2. Visitor & Booking Details:

Name		Organization	
Address		Nationality	
Phone/ Email		Purpose of Visit	
No. of Persons		Visitor Category (details overleaf)	<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C
No. of Rooms			
Room Category	<input type="checkbox"/> Standard Room	<input type="checkbox"/> Suite Room	<input type="checkbox"/> Physically Challenged Room
Arrival		Departure	
Date:	Time:	Date:	Time:

## 3. Bill(s) to be settled by:

<b>Lodging</b>	<input type="checkbox"/> Visitor	<input type="checkbox"/> Indenter	<input type="checkbox"/> Department	<input type="checkbox"/> Institute	<input type="checkbox"/> Project No.....
<b>Food</b> (Breakfast is complimentary for room guests)	<input type="checkbox"/> Visitor	<input type="checkbox"/> Indenter	<input type="checkbox"/> Department	<input type="checkbox"/> Institute	<input type="checkbox"/> Project No.....

## 4. Indenter Details:

Name		Designation	
ID No.		Discipline	
		Signature	

## 5. Approvals:

Project request to be approved by:	Students request to be approved by:	Department request to be approved by:	Institute Guest (charged to main A/c) request to be approved by:
Dean R&D	Dean (SA)	Department HOD	Director/ Registrar/ Dean (GA)

## 6. For office use only:

Status of Booking	<input type="checkbox"/> Confirmed <input type="checkbox"/> Not Confirmed <input type="checkbox"/> RAC
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## **Norms, Guidelines and Other Information's**

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](mailto:hospitality@iitgn.ac.in) 48 hrs before the guest arrival date.
2. 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.
3. Request for personal bookings shall be confirmed not earlier than two weeks (14 days) before the actual date of arrival of the guest(s).
4. The guest house Check-In and Check-Out times are on 24hrs basis. After 24hrs any additional part will be charge as a full day.
5. Extra bed or mattress facility is not available.
6. 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. Guests are advised to get the rooms cleaned in their presence only. If a guest would like the room cleaned in his/her absence, the key of the room must be left at the reception for room cleaning. The guests must take care of their belongings.
9. 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.
10. 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.
11. 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.
12. 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.

<b>Timings</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>
	8:00 AM – 9:30 AM	1:00 PM -2:30 PM	8:00 PM – 9:30 PM
<b>Rate</b>	130/- (for other than room guests)	200/-	200/-

(Breakfast is complimentary for room guests)

13. Smoking and consumption of Narcotics/Alcoholic drinks is strictly prohibited in the Guest House units/premises.
14. Pets are not allowed in the guest house.
15. Booking for Institute events shall take precedence over personal bookings.
16. The Guest House booking is provisional and subject to availability of the rooms.
17. Any waiver of any of the charges need express approval of the Director.

Category	Eligibility
Category A	<ul style="list-style-type: none"> <li>• Institute Invited Guests</li> <li>• Directors of IIT's</li> <li>• Any other guests</li> </ul>
	<ul style="list-style-type: none"> <li>• Members of statutory bodies</li> <li>• Members of Non-technical staff selection committee</li> <li>• Chairman and BOG members (past &amp; present)</li> <li>• Candidates for attending Non-technical staff recruitment exam/ interview</li> <li>• Official guests of Institute for administrative work</li> </ul>
	<ul style="list-style-type: none"> <li>• Members of Technical Staff Selection Committee</li> <li>• Candidates for attending Technical staff recruitment exam/ interview</li> <li>• Official guests of Institute for administrative work</li> </ul>
	<ul style="list-style-type: none"> <li>• Members of Faculty Selection Committee</li> <li>• Faculty Candidate</li> <li>• IITGN Faculty</li> </ul>
	<ul style="list-style-type: none"> <li>• Staff of IITGN</li> </ul>
Category B	<ul style="list-style-type: none"> <li>• Parents/ Guardians/ Spouse of students of IITGN</li> <li>• IITGN Students</li> </ul>
	<ul style="list-style-type: none"> <li>• Guests for department/ discipline</li> </ul>
	<ul style="list-style-type: none"> <li>• Guests for sponsored projects or consultancy</li> </ul>
	<ul style="list-style-type: none"> <li>• Guests or participant for conferences/ workshop/ meetings/ short courses at IITGN.</li> </ul>
	<ul style="list-style-type: none"> <li>• Candidates for Academic exam/ interview</li> </ul>
	<ul style="list-style-type: none"> <li>• Alumni of the Institute</li> </ul>
	<ul style="list-style-type: none"> <li>• Employees and guests of CPWD IITGN project team.</li> <li>• Relative of Faculty &amp; Staff of IITGN</li> <li>• Faculty &amp; Staff of other IITs, NITs and other CFTIs.</li> </ul>
Category C	<ul style="list-style-type: none"> <li>• Guests of other organizations.</li> <li>• Visitors from other Government or Public Sector Organizations.</li> <li>• Those guests who are not covered in the above categories.</li> </ul>

**CATEGORYWISE PER DAY ACCOMODATION CHARGES FOR GUEST HOUSE**

<b>Category</b>	<b>Room Type</b>	<b>Single Occupancy</b>	<b>Double Occupancy</b>	<b>Triple/ Quadruple Occupancy</b>
<b>A</b>	Standard Room	1500/-	2000/-	<b>NA</b>
	Suite Room	2400/-	2900/-	<b>NA</b>
	Housing Block Apartment	2400/-	2900/-	3400/-
<b>B</b>	Standard Room	2200/-	2700/-	<b>NA</b>
	Suite Room	3500/-	4000/-	<b>NA</b>
	Housing Block Apartment	3500/-	4000/-	4500/-
<b>C</b>	Standard Room	3200/-	3700/-	<b>NA</b>
	Suite Room	5000/-	5500/-	<b>NA</b>
	Housing Block Apartment	5000/-	5500/-	6000/-

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

### Guest House Meeting room/ Conference Hall/ Lawn charges:

Type of Space	Half Day Booking (upto 4 hrs)		Full Day Booking (upto 12 hrs)	
	Internal	External	Internal	External
Meeting Room (1 <sup>st</sup> & 2 <sup>nd</sup> Floor) / Common Hall (4 <sup>th</sup> Floor)	2,500/-	4,000/-	5,000/-	8,000/-
Conference Hall (Ground Floor) Multipurpose Hall (Central Arcade)	5,000/-	8,000/-	10,000/-	16,000/-
Guest House Lawn (Ground Floor)	6,000/-	10,000/-	12,000/-	20,000/-

### Guest House Meal Charges:

Sr. No.	Meal	Rate
1	Breakfast (for other than room guests)	130/-
2	Lunch	200/-
3	Dinner	200/-

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