



भारतीय प्रौद्योगिकी संस्थान रोपड़ / Indian Institute of Technology Ropar

रूपनगर, पंजाब – १४०००१ Rupnagar, Punjab – 140001

दूरभाष/Telephone: 01881-236951, ईमेल /Email :

[guesthouse@iitrpr.ac.in](mailto:guesthouse@iitrpr.ac.in)

### Guest House Reservation Form

1. Name of the Guest: \_\_\_\_\_

2. Address: \_\_\_\_\_

3. Number of guests: \_\_\_\_\_ 4. Number of Rooms required: \_\_\_\_\_

5. Room Type: Single Occupancy/Double Occupancy: \_\_\_\_\_

Arrival Information		Departure Information	
<b>Date:</b>	<b>Time:</b>	<b>Date:</b>	<b>Time:</b>

6. Purpose of booking: \_\_\_\_\_

7. Category:

Cat-A		Cat-B		Cat-C		Cat-D	
Free		Single:600		Single:900		Single:1300	
		Double:850		Double:1250		Double:1800	

*GST charges will be extra as applicable. The detail of various categories along with rates is given back side on this form.*

*Kindly attach prior approval from the competent authority for category A & B as given back side.*

### Undertaking

(a) I hereby undertake to vacate the room in the guest house, if allotted, on the expiry of the sanctioned period. In-case I fail to do so, I will be liable to be charged panel rent equivalent to 4 times of the normal rent on daily basis.

(b) I have read the terms & conditions (on the back side of this form) and these are acceptable to me.

(c) Boarding/Lodging charges will be paid by the Guest or not: \_\_\_\_\_

(d) Guest not to be charged \_\_\_\_\_ Project no / Budget Head / Other. \_\_\_\_\_

(e) The guest will be treated as Institute guest. Approval from competent authority is attached. \_\_\_\_\_

(f) Remarks (if any): \_\_\_\_\_

Details of the applicant/proposer for guest house booking:

Name	Designation	Department	Employee code/ Entry number	Mobile Number

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### *For Office use only*

Room No	Entered at Sr. no and page no	Date of entry	Date of booking with check In & check out time	Remarks

***Terms and Conditions***

- (i) Check-in and Check-out time will be 01:00 pm and 11:00 am respectively
- (ii) One day minimum charge shall be levied for all bookings unless these are cancelled at least 24 hrs before the commencement of the booked date. Similarly, in case a guest fails to occupy the booked accommodation, the same will be cancelled after one day of the booking date.
- (iii) Student requiring accommodation for their parents are required to get their requisition forwarded through their respective Wardens and Dean of Students.
- (iv) Not more than two persons will be allowed in double occupancy bed room.
- (v) Booking is not permitted for guests undergoing medical treatment/ advice who are suffering from communicable disease or are bed ridden or are post-delivery case.
- (vi) Pets/Dogs/Cats etc. are not allowed in the Guest House.
- (vii) MHRD/Govt. of India clearance is required for the guest/visitors holding foreign passport for staying in the Guest House.
- (viii) In case of emergency due to heavy booking, a single occupant of the room may be asked to share the accommodation with another guest. The accommodation in the Guest House shall be provided to the people in the order of precedence in which they are shown in table.
- (ix) Request for availing dining facility to be communicated well in advance at the reception.
- (x) Accommodation will be provided on the basis of approval of competent authority and subject to the availability.

The competent authority reserves the right to cancel/amend/reschedule booking of

Category	Tariff	Room Type	Eligibility	Approving Authority
^Cat A	Free		Institute Invited Guests - members of statutory bodies, Expert for any selection committee, Expert for academic evaluation (thesis proposal, seminar, thesis defense). Chairman, BOG and Directors of IITs and other CFTIs, VCs of CFTIs. Any other guests with permission of the Director.	Registrar/Concerned Dean, Associate Dean as the case may be. [only for the listed guests] Director: For any other guests.
^Cat B*	600	Single	Guests Invited by sponsored Projects, faculty collaboration, consultancy, short term courses, seminar and conferences etc.,	Concerned Deans, Associate Deans/ HoDs / Registrar as the case may be
	850	Double		
Cat C	900	Single	Faculty/staff/students for self or their family or relatives, IIT Ropar alumni, parents of students or spouse	Chairman, Guest House Committee
	1250	Double		
Cat D	1300	Single	Guests not covered under Cat- A to C	Chairman, Guest House Committee
	1800	Double		

GST Charges will be extra as applicable.

**\* If the payment is to be made from the institute / project fund, no bill will be raised and only budget of the respective department/section will be deducted. But in case of Projects or other external funding events, budget will be deducted and deposited in the IRG. For that purpose bill may be raised on the request of the guests/organizers/PIs as the case may be.**

*^supporting document and approval from competent authority needs to be attached with booking form.*