



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	
Date:	Time:	Date:	Time:

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

7. Category:

Cat-A		Cat-B		Cat-C	
Payment (lodging and boarding) to be made by the concerned section from their allocated budget		Payment (lodging and boarding) to be collected from: Guest <input type="checkbox"/> Indenter/proposer <input type="checkbox"/> (Please tick any one of the above)			

*The detail of various categories along with rates is given back side on this form.*

### 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.

Information of Indenter/Proposer for requisition of guest house

Name	Designation	Department	Employee code/ Entry number	Mobile Number

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

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

### Declaration by HoD/Section Head (only in case of Category-A)

I recommend for the booking and payment will be made from our department/section and sufficient budget is available.

Name & Signature of HoD/Section Head \_\_\_\_\_

### For the use of approving authority

Name of Authority	Designation	Recommendation		Signature
		Recommended	Not recommended	

### For Office use only

Room No	Entered at Sr. no and page no	Date of entry	Entered by	Signature

***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

<b>Detail of Category and Tariff</b>				
Category	Room Type	Tariff	Eligibility	Approving Authority
Category A (Official)	Double Occupancy	850	*Guests invited by Institute for any academic/administrative work/project/Guest or individual visiting institute in connection with scheme, project or consultancy or short term courses, seminars, conference's etc.	By Director or Dean (FAA) as the case may be
	Single Occupancy	600		
Category B (Personal)	Double Occupancy	1250	Faculty/Staff/Students for self or their family or relatives, IIT Ropar alumni, parents of students or spouse	By Dean (FAA) in case of faculty, by Registrar in case of staff and by AD (SA) in case of Students/Alumni
	Single Occupancy	900		
Category C (Others)	Double Occupancy	1800	Guest not covered under Cat A & B	By Chairman, Guest House Committee
	Single Occupancy	1300		

*\*supporting document w.r.t. institute guest to be attached with booking form failing which guest will be automatically covered under Category B.*