Guest House Booking Form

Please Tick your requirement:

| TGH | VGH | Kolkata | Meeting Room (Kol) | Class Room | Banquet Hall/Meeting Room (NGH) |

1. Name of visitor(s) --

2. Designation / Relation ---

3. Postal address & Tele No ---

4. Expected arrival ☐ DD ☐ MM ☐ YY ☐ HRS

5. Expected departure ☐ DD ☐ MM ☐ YY ☐ HRS

6. Category proposed ☐ A (Institute) ☐ B (Official) ☐ C (Non Institute) ☐ D (Others)

7. Type of accommodation required (tick one)
   - ☐ Double A/c   ☐ Suit (TGH)   ☐ Single Non A/c (VGH)
   - ☐ Double Non A/c (VGH)   ☐ 3 Bed Non A/c (VGH)
   - ☐ 4 Beds Non A/c (VGH)   ☐ Cottage (KOL)

8. Purpose of Visit _____

9. No of person(s) --

10. Food on arrival, if any --

11. For Cat 'B' furnish project code/account name ---

12. Person making the booking :
    a   Name: ---
    b   Employee code / Roll No ---
    c. Designation and Dept/Center/School/Sec ----------------------
    d. Telephone Number …………………………………..

13. For Cat 'C' & 'D' only:
    a. Kindly settle the bill(s) before checking out / Collect the charges from the guest
    b. If Charges are not paid by the Guest then the undersigned agrees to settle the Bill(s)   _____

    Date: (Signature)

14. Signature of the HOD (For Cat A/B/C/D)   _____

    To   (signature)
    Tech Guest House
    IIT, Kharagpur ,Pin 721302

Note : - Please turn over for rules and procedures

For any other information's kindly contact Guest House – Tele No – (03222 282840 / 282834 / 282800

E Mail : tgh@hijli.iitkgp.ernet.in / bibhuti@adm.iitkgp.ernet.in