



[Phone: +91-674-2114055, email: pic.guesthouse@iitbbs.ac.in]

Indian Institute of Technology Bhubaneswar

*Guest House and Allied Facilities
Requisition Form for Booking/Cancellation*

1. Booking Details

| | | | |
|--|--------------|---|---------------------------------------|
| Name | | Organization | |
| Address | | Nationality | |
| Phone/Email | | Purpose of Visit | |
| No. of Persons | | Age & Relationship (In case of students) | |
| No. of Rooms | | | |
| Type of Rooms/Accommodation | | | |
| <input type="checkbox"/> Single/Double | | <input type="checkbox"/> Dining Room | <input type="checkbox"/> Meeting Room |
| Arrival | | Departure | |
| Date: | Time: | Date: | Time: |
| Category 'A' | Category 'B' | Category 'C' | Category 'D' |

2. Bill(s) to be settled by:

| | | |
|--|------------------------------------|------------------------------------|
| <input type="checkbox"/> Guest | <input type="checkbox"/> Requester | <input type="checkbox"/> School |
| <input type="checkbox"/> Sponsored Project No. | | <input type="checkbox"/> Institute |

3. Requester's Profile

| | | | |
|-----------|--|-------------------|--|
| Name | | Designation | |
| Emp. Code | | Department/School | |
| Phone | | Signature | |
| E-mail | | | |

4. Approval

| | | |
|---|---|---|
| Certified that the bill be charged directly to my Project No. | Certified that the bill be paid by AR (F&A) from the salary account | Certified that the bill be paid by AR(F&A) from the Institute budget/Section budget/School budget |
| Principal Investigator | PIC/Faculty/Officers | Director/Dy. Director/Deans/HOS/Registrar |
| For Office Use Only | | |

| | | |
|------------------------|------------------------------------|--|
| Status of booking | <input type="checkbox"/> Confirmed | <input type="checkbox"/> Not Confirmed |
| | | |
| Front Office Assistant | Caretaker | In-Charge |

- ❖ A copy of I-card of guest be submitted along with the requisition form
- ❖ Check in and check out on 24 hrs basis
- ❖ Turn overleaf for details of different Categories and charges

| Categories of Guest | | | |
|---------------------|--|--|---|
| Category | Eligibility | Authority | Payment Mode |
| Cat 'A' | Guest invited by the institute for academic, administrative work and for campus interview | Director/ Deputy Director / Registrar / Dean / HOD | Institute |
| Cat 'B' | Guest / Individual visiting Institute in connection with scheme, project / Consultancy/ short term courses, seminars & conference etc. | Dean R & D / PIC | By R & D through project / respective Coordinator. |
| Cat 'C' | Employee, Student's parents/ Guardians and Alumni Guest from other Academics Institutes offered accommodation on reciprocal basis | Faculty / Officer | By the individual before checking out. If charges are not paid by the guest then person making the booking is required to clear the bill. |
| Cat 'D' | Guest not covered under above categories | For individual - PIC GH and for block booking through Institute administration | By the individual - if charges are not paid by the guest then the person recommending is required to clear the bill |

NOTE:

1. Priority for accommodation will be accorded to guest covered under Cat A and Cat B.
2. Normally a booking in the GH can be made for a period of 3 days this can be extended up to a maximum period of 7 Days and beyond that with the approval of the competent.

| Type of Accommodation | Cat. A/B/C (INR) | Cat. D (INR) |
|-----------------------|------------------|--------------|
| Single Deluxe | 800 | 1600 |
| Double Deluxe | 1200 | 2400 |
| Dining Room | 5000 | 10000 |
| Meeting Room | 1000 | 2000 |