



**GUEST HOUSE ACCOMMODATION REQUEST FORM**

Form No: H2

Name of Conferences, Seminars, and Workshops Etc. \_\_\_\_\_

Guest Details: -

Sr. No.	Name of guest	Designation	Organization	Mob. No.	Remarks

- **Date of Booking - From** \_\_\_\_\_ **To** \_\_\_\_\_
- Time of Arrival \_\_\_\_\_ Time of Departure \_\_\_\_\_
- Guest Address: \_\_\_\_\_
- Mobile No. of Guest: \_\_\_\_\_ Email Id of Guest \_\_\_\_\_
- Category of Booking \_\_\_ (A,B,C ) Categories Are Specified On Next Page  
Type of room required: \_\_\_\_\_

1.	Executive Room with AC	Executive Room without AC	Non-Executive Room with AC	Non-Executive Room without AC
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Name of Indenter: \_\_\_\_\_ Discipline \_\_\_\_\_  
Designation: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_  
Signature: \_\_\_\_\_.

**Note: All types of bill settlement will be processed as per approved guesthouse policy Dated March 10, 2017. Approval for the head of expenses is to be fulfilled by Indenter if payment is not to be made by guest.**

Approved as bill to be charged from Project No \_\_\_\_\_

Signature of Project (PI) \_\_\_\_\_

Approved as bill to be paid from the 'Departmental budget' / RDF: -

Signature of HOD / Dean \_\_\_\_\_

Approved as Institute's event:

Signature of Registrar/ Dean \_\_\_\_\_

## **Classifications of Categories:**

### Category A:

Directors of sister Institutions, Members of Board of Governors, Members of IIT Council, Senior Officials of the Ministry of HRD and AICTE and

similar other organizations, Institute guests approved by Director for this category, Selection Committee Members of group -“A” employees will come under this category and any selection from below mentioned items may be arranged for them during meetings/ interviews.

### Category B:

Deans, HOD's, Registrar and Selection committee members for the recruitment of institute, faculty and officers having direct relevance to the activities of the event, Conferences, Symposia, Seminars, and Workshops.

### Category C:

Under this category respective departments will ensure the catering requirements for the Departmental Meetings/trainings/seminars/project evaluation/interviews, Placement activities, Ph.D. interviews, Invigilation duty /Practical exam duty Etc.

## **Important Note:**

1. Guest House form shall be filled by the Indenter. Kindly send signed & scanned copy of Guesthouse request form to [guesthouse@iiti.ac.in](mailto:guesthouse@iiti.ac.in)
2. In case of any change Please inform to hospitality team by giving a call 8269861799 / 07312438513 followed by an E-mail. To [guesthouse@iiti.ac.in](mailto:guesthouse@iiti.ac.in)
3. Booking of desired choice of room can only be done according to the availability.
4. All types of bill settlement will be processed as per approved guesthouse policy Dated March 10, 2017. **Approval for the head of expenses is to be fulfilled by Indenter if payment is not to be made by guest.**
5. GST will be applicable extra as per rule.
6. Payment will be accepted by swapping card only.