 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

**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 Indenter/proposer (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*** |
|  |  |  |  |  |

Chairman, Guest House Committee: \_\_\_\_\_\_\_\_\_\_\_

***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

|  |
| --- |
| **Detail of Category and Tariff** |
| 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.*