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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