



Requisition form for booking accommodation

Date: _____

1. Details of the Indenter/Employee:

Name	
PF No	
Designation	

2. Visitor's profile:

Name	
Organization	
Address	
Nationality	<input type="checkbox"/> Indian <input type="checkbox"/> Foreigner (Specify the nation)
Guest Category	<input type="checkbox"/> I <input type="checkbox"/> E
No. of person(s)	
Purpose of visit	
Phone no. & E-mail of the guest(s)	

3. Details of Arrival/Departure:

Arrival Date	Arrival Time	Departure Date	Departure Time

4. Meals if required will be arranged from the Institute Mess:

<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
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5. Bill(s) to be settled by:

<input type="checkbox"/> Visitor(s)	<input type="checkbox"/> Dept.....	<input type="checkbox"/> Project No.....
<input type="checkbox"/> Indenter	<input type="checkbox"/> Institute	

I agree to the T&C mentioned overleaf	Recommended	Approved
Signature of the Employee/Indenter	HOD/Faculty In-charge	Chairperson, GHMC/ Director
Name:		
PF No. & Designation:		
Mobile No:		
Email:		

Room no., if confirmed.	<input type="checkbox"/> Not Confirmed
GH Caretaker	Officer In-charge GH

NOTE, NORMS, GUIDELINES, AND OTHER INFORMATION

1. Vigyanpuri Institute Guesthouse room tariff:

Lodging Tariff				
S. No.	Room type	Official Guest - A	Institute Guest - I	External Guest - E
1	Deluxe – double occupancy - A/C	Nil	₹500.00 plus GST	₹800.00 plus GST
2	Suit room – double occupancy - A/C	Nil	₹800.00 plus GST	₹1800.00 plus GST

- (i) **Category A** - Guest invited by the Institute for academic or administrative purpose including examiners, selection committee members, company personnel coming for placement of students and distinguished seminar speakers. Any other person approved by the Director as Institute guest.
- (ii) **Category I** – Personal visit of other Institute/University guest such as Directors, VC, members of External Committee, Central Government Officials, IISERBPR Employee, Ex-employee, Student’s parents/ Guardians, Alumni, Guest from other centrally funded Academic Institutes (Institutes offering guest house accommodation on reciprocal basis).
- (iii) **Category E** - Visitors not related to IISERBPR/ not covered under above categories subject to the approval of the Competent Authority.

Note:

- The check-in time 12:00 PM and check-out time will be 10:00 AM
- There will be a minimum charge of one day for every guest irrespective of the duration spent in the guest house.
- Maximum two adults plus two children (upto 12 years) can stay in a GH room. No extra bed will be provided.
- Priority for accommodation will be accorded to guest covered under Cat A and then Cat B (I & E).
- 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. Anything beyond this needs the approval of the Competent Authority.
- Mandatory for all Guests to produce the ID proof at Check in.

2. Vigyanpuri Institute Guesthouse meal tariff:

Boarding Tariff			
Particular	Rate	Additional meal items	Rate
Tea / Coffee	₹20.00 plus GST	Paneer / Mushroom	₹60.00 plus GST
Biscuit (one plate) / Cookies (one piece)	₹10.00 plus GST	---	---
Breakfast	₹60.00 plus GST	---	---
Lunch / Dinner (General Menu)	₹100.00 plus GST	---	---

Meal Time	
Breakfast	07:30 AM – 09:00 AM
Lunch	01:00 PM – 02:00 PM
Dinner	07:30 PM – 09:00 PM
Coffee/Tea/Snacks/cold drinks	As per convenience of steward

Note:

- Tea/coffee and snacks may be provided (if resources permit), beyond the aforementioned meal time at the dining hall on request of guests.
- Ordinarily no meals or tea/coffee will be served between 10.00 pm and 6.00 am.
- Meals can be booked at the GH Dining Hall: (Lunch by 9:00 am, Dinner by 02:00 pm.)
- There shall be no room service of food except drinking water.
- Drinking water from the water purifier will be provided to the guests. Commercially produced drinking water bottles will be chargeable.
- Consumption of narcotics/alcoholic drinks etc. is strictly prohibited.
- It is suggested that the room may be got swept in the presence of the guest only.