

Guest House Booking

Please tick appropriate box for requisition of accommodation :-

TGH VGH SLGH AMGH Community Hall Class Room

1. Name of visitor
2. Designation
3. Postal address & Tele No
4. Expected arrival DD MM YY HRS
5. Expected departure DD MM YY HRS
6. Category proposed A (Institute) B (Official) C (Non Institute) D (Others)
7. Type of accommodation required (tick one)
 Twin A/c Double A/c Single A/c
 Single Non A/c Double Non A/c 3 Bed Non A/c
 4 Bed Non A/c Cottage
8. No of person(s)
9. Food on arrival, if any
10. For Cat 'B' furnish project code/account name
11. Person making the booking :
 - a Name:
 - b Employee code / Roll No
 - c. Designation and Dept/Center/School/Sec
 - d. Telephone Number
12. For Cat 'C' & 'D' only:
 - a. Kindly settle the bill(s) before checking out / Collect the charges from the guest
 - b. If Charges are not paid by the Guest then the undersigned agrees to settle the Bill(s) _____
Date: _____ (Signature)
13. Signature of the HOD (For Cat A & Cat B) _____
To _____ (signature)
Tech Guest House
IIT, Kharagpur ,Pin 721302

Note :- Please turn over for rules and procedures

For any other information's kindly contact Guest House – Tele No – (03222)282840 / 282800 / 282842

E Mail : gh@hijli.iitkgp.ernet.in / tgh@hijli.iitkgp.ernet.in