

Guest House Booking Form

Please Tick your requirement:

 TGH

 VGH

 Kolkata

 Meeting Room (Kol)

 Class Room (E / W)

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)

 Double A/c Suit (TGH) Single Non A/c (VGH)

 Double Non A/c (VGH) 4 Bed Non A/c (VGH)

 3 Bed Non A/c (VGH) Cottage (KOL)
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 282834/ 282842 / 282800

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