REQUEST FOR ACCOMMODATION AT GUEST HOUSE

APPLICATION TO BE SENT IN DUPLICATE

NAME OF THE VISITOR(S) - CAPITAL LETTERS

Designation (Visitor need be at least at the level of Lecturer & above)

Address of the Visitor(s)

Nationality

Purpose of Visit (Details to be indicated)

Type of Accommodation

A/C & Non A/C rooms will be allotted subject to availability

Number of Days

Debit Head for levying 'No Show' charges

Terms & Conditions:

1. "No Show" charges: one day rent for each of the accommodation booked will be levied if the booking is not cancelled at least 48 hours earlier and the booking will be automatically cancelled for the second day.

2. Visitors need to be at least at the level of Lecturer to be eligible for accommodation at Guest House as well as Centenary Visitors

Terms & Conditions:

1. “No Show” charges: one day rent for each of the accommodation booked will be levied if the booking is not cancelled at least 48 hours earlier and the booking will be automatically cancelled for the second day.

2. Visitors need to be at least at the level of Lecturer to be eligible for accommodation at Guest House as well as Centenary Visitors
3. Wherever the charges have to be paid by the guests, it will be necessary to indicate alternative Debit Head for levying ‘No Show’ charges, in case the guest does not utilize the accommodation.

4. Application should be sent at least 10 days in advance.

5. One day prior notice shall be sent if the guest needs Breakfast, Lunch or Dinner on his arrival.

6. Guest House is not responsible for valuable of the guests.

### Lodging

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Type of Room</th>
<th>Institute Guest Rate</th>
<th>Outside Guest Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Single Non A/C</td>
<td>300.00</td>
<td>450.00</td>
</tr>
<tr>
<td>2.</td>
<td>Single A/C</td>
<td>450.00</td>
<td>600.00</td>
</tr>
<tr>
<td>3.</td>
<td>Double Non A/C</td>
<td>1,500.00</td>
<td>2,250.00</td>
</tr>
<tr>
<td>4.</td>
<td>Double A/C</td>
<td>2,500.00</td>
<td>3,750.00</td>
</tr>
</tbody>
</table>

### Boarding

<table>
<thead>
<tr>
<th>Sl No.</th>
<th>Type of Meal</th>
<th>Rate (INR)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5.</td>
<td>Breakfast</td>
<td>45.00</td>
</tr>
<tr>
<td>6.</td>
<td>Lunch / Dinner</td>
<td>55.00</td>
</tr>
<tr>
<td>7.</td>
<td>Special Lunch</td>
<td>115.00 to 150.00</td>
</tr>
</tbody>
</table>

### Breakfast & Lunch & Dinner Time

- **Breakfast**: 7:30 a.m. to 9:00 a.m.
- **Lunch**: 1:00 p.m. to 2:00 p.m.
- **Dinner**: 7:30 p.m. to 9:00 p.m.

### Notes

- The rates indicated are exclusive of GST at 18%.