

Asutosh Mukherjee Guest House  
(AMGH)  
I.I.T , Kharagpur - 721302

Requisition for Booking of Single Bedded A/c Accommodation

1. Name of visitor -----
2. Designation -----
3. Postal address & Tele No -----
4. Expected arrival Date ----- Time -----
5. Expected departure Date ----- Time -----
6. Category proposed A / B / C / D  
(purpose of visit ) -----

7. For Cat 'B' furnish  
project code/account name -----

8. For Cat 'C' & 'D' only :
  - a. **Kindly settle the bill(s) before checking out.**
  - b. If charges are not paid by the guest, bill the undersigned.  
( Note - If charges are not paid by the guest then the undersigned agrees to settle the bill (s) )

9. Person making the booking :
  - a Name: -----
  - b Employee code / Roll No -----
  - c Designation and Dept/Center/School/Sec -----
  - d Telephone / Mobile No -----

Date:

\_\_\_\_\_  
( Signature )

10. Recommendation of the Head of Dept / Center / School / Sec, if applicable

\_\_\_\_\_  
( Signature )

To  
TGH / AMGH  
IIT, Kharagpur ,Pin 721302

*Note :- Please turn over for rules and procedures*

## Room Charges : AMGH

Types of Accommodation	Category 'A'	Category 'B'	Category 'C'	Category 'D'
Single Bedded A/c Room	Institute Guest	Rs 200.00	Rs 200.00	Rs 400.0

### Categories of Guest.

Category	Eligibility	Authority	Payment Mode
<b>Cat 'A'</b>	Examiners, Members of Selection Committee, Institute Guests and T& P (Campus Interview)	Director/ Dy Director/Registrar/ Concerned Dean/Prof In Charge, T&P/ Heads of Depts	Institute.
<b>Cat 'B'</b>	Persons visiting campus in connection with Scheme, Project / consultancy. Chief guest / Key note speaker & participants of seminars & conferences	Dean SRIC / Pls	By SRIC through project / and respective coordinator
<b>Cat 'C'</b>	Employee, Students' parents / Guardians and Alumni. Employees of sister institutions on official visit	Faculty / Officers.	By Individual before checkout. If charges are not paid by guest then person recommending the booking is required to clear the bill.
<b>Cat 'D'</b>	Outside Guests	For individuals –Special Officer GH and for Block booking through Institute authority.	By Individual before checkout. If charges are not paid by guest then person recommending the booking is required to clear the bill.

1. Priority for accommodation will be accorded to Guests covered under **Cat 'A' and 'B'**.
2. Guests under **Cat 'C' & 'D'** will be accommodated if room(s) is / are available.
3. Normally a booking in the GH may be made for a period of 3 days which may be extended upto a maximum period of 7 and beyond that period with the approval of the competent authority.
4. The management of the Guest House may at its discretion, cancel the booking.
5. *Guests are advised not to leave valuables in the room. The Guest house is not responsible for loss , theft or damage of articles belonging to the guests*