



Indian Institute of Science Education and Research Bhopal

Requisition form for booking accommodation

Date: _____

1. Visitor's profile:

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

2. Details of Arrival/Departure:

Arrival Date	Arrival Time	Departure Date	Departure Time

3. Meals if required on the date of arrival:

<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
------------------------------------	--------------------------------	---------------------------------

4. Bill(s) to be settled by:

<input type="checkbox"/> Visitor(s)	<input type="checkbox"/> Dept. /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/Dean/ Registrar	Chairperson, VHMC/ Director
Name:		
PF No. & Designation:		
Mobile No:		
Email:		

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

NORMS, GUIDELINES AND OTHER INFORMATION

Booking Procedures:

1. For booking of normal facilities, forms will have to be directly submitted to the Visitors' Hostel duly forwarded by the respective HOD.
2. Timings:

Timings	Breakfast 08:00 to 09:30 hrs	Lunch 13:00 to 14:00 hrs	Dinner 19:30 to 21:00 hrs
---------	---------------------------------	-----------------------------	------------------------------

- The food facility for non-residents will be reserved only on prior request. The minimum period of such request shall be as under:-
Breakfast: Before 8:00 PM on the previous day, Lunch: Before 9:00 AM on the same day & Dinner: Before the noon of the same day.
 - Cancellation requests should be made at least 6 hours in advance, else food charges will be levied for such a meal.
 - The charges for food and accommodation, if any will be deducted from the salary of the respective internal user or host instead of taking cash/charges in order to avoid transactional inconveniences, unless specified by the internal or host for any other mode of payment.
3. Allotment of Suit rooms and Studio rooms is subject to the approval of the Director/ the Deputy Director, IISER Bhopal.
 4. Category P- IISERB Faculty/Staff, Relative/Guests of IISERB faculty/staff/, Guardians/Spouse of students and others as approved by the Director/Deputy Director, IISER Bhopal.
 5. Category I-Institute guest as Directors, Members of External Committee, Seminar invited speakers, Department guest/ invitee etc., Visitors related to IISERB work (conference, seminars, short courses, workshops, projects, JAC etc.), IISERB Alumni.
 6. Category OIP-Visitors not related to IISERB, subject to approval of the Director/Deputy Director, IISER Bhopal.
 7. Accommodation charges are levied on 24 hrs. basis.
 8. Single Room refers to the single bedded room.
 9. Double Room refers to the double bedded room.
 10. Charges for accommodating an additional person in the room will be Rs.400 per day.
 11. Child above 10 years age will be considered as an adult.
 12. Only one additional person can be accommodated in a room.
 13. First priority of booking is given to institute employees/students, followed by campus residents and other entitles individual/groups.
 14. This booking is purely provisional and can be cancelled at any time if necessary.
 15. Check-in check-out time: 24 hrs.
 16. No telephonic bookings / cancellation will be entertained.
 17. Stay is the entire responsibility of the guest(s). No claims for loss / damage or lapse of service will be entertained at any stage.
 18. The room shall be allotted on the condition, that, if necessary, the allottee shall have no objection for sharing accommodation with another guest.
 19. Please inform about your departure date & time or any other change of schedule well in advance.
 20. The allottee should vacate the room on the expiry of the period for which accommodation was allotted, unless an extension for further stay has been obtained beforehand.
 21. The cancellation, if any, should be notified at least 24 hrs in advance, failing which 10% of the tariff/user charges or the actual tariff / user charges shall be deducted / levied.
 22. Male visitors, other than family members are not allowed in the rooms occupied by female guests and vice-versa
 23. Consumption of narcotics/alcoholic drinks etc. is strictly prohibited.
 24. To avoid any inconvenience, it is advised to inform the reception in advance for late entry into the VH.
 25. It is suggested that the room may be got swept in the presence of the guest only.
 26. Electricity and water are precious, please conserve it. Please close the windows and switch off the electrical points whenever you leave the room. Also switch off the ac and geyser while not in use.
 27. The guest should verify and certify the final bill before departure.
 28. Any extra packed water bottle will be charged.
 29. GST will be charged as per rules.