



## Indian Institute of Science Education and Research Bhopal

### Requisition form for Facility Booking

Date: \_\_\_\_\_

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)	
Booking Date(s)	
Timing(s)	
Required Occupancy	Board Room-1 <input type="checkbox"/> Board Room-2 <input type="checkbox"/> Board Room-3 <input type="checkbox"/> Seminar Hall-1 <input type="checkbox"/> Seminar Hall-2 <input type="checkbox"/> Auditorium <input type="checkbox"/> CC Lawn <input type="checkbox"/> VH- Lawn <input type="checkbox"/>
Purpose	
Booking Reference	

1. Meals if required :

Regular	<input type="checkbox"/> High Tea	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
Special		<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner
Special Non-Veg		-	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner

2. 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	Lunch	Dinner
	08:00 to 09:30 hrs	13:00 to 14:00 hrs	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.
1. 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.
  2. 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.
  3. Category OIP-Visitors not related to IISERB, subject to approval of the Director/Deputy Director, IISER Bhopal.
  4. First priority of booking is given to institute employees/students, followed by campus residents and other entitles individual/groups.
  5. This booking is purely provisional and can be cancelled at any time if necessary.
  6. No telephonic bookings / cancellation will be entertained.
  7. Stay is the entire responsibility of the guest(s). No claims for loss / damage or lapse of service will be entertained at any stage.
  8. Please inform about change of schedule well in advance.
  9. 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.
  10. Consumption of narcotics/alcoholic drinks etc. is strictly prohibited.
  11. 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.
  12. The guest should verify and certify the final bill before departure.