



**GOVERNMENT COLLEGE OF ENGINEERING, KALAHANDI,
BHAWANIPATNA-766 003**

**Guest House Requisition
Form for Booking/Cancellation**

1. Booking Details

Name:			
Organization & Address			
E-mail/Phone No:			
Purpose of visit:			
No. of Persons:		Age & Relationship: (In case of student)	
No. of Rooms:		Nationality:	
Type of Rooms/ Accommodation			
Single/Double <input type="checkbox"/>		Dining Room <input type="checkbox"/>	Conference/Meeting Room <input type="checkbox"/>
Check in		Check out	
Date:	Time:	Date:	Time:
Category of Guest			
Category A	Category B	Category C	Category D

2. Bill(s) to be settled by:

Guest <input type="checkbox"/>	Requester <input type="checkbox"/>	Department <input type="checkbox"/>	College <input type="checkbox"/>
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3. Requester's Profile:

Name:	Designation/ Regd. No (For Students):
Department:	Phone No:
Email:	Signature

4. Approval

Certified that the bill be charged directly to me. Guest/Requester	Certified that the bill be paid by the Department/Section. HoD/PIC	Certified that the bill be paid by Account Section from the College fund. Principal
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FOR OFFICE USE ONLY

Booking Status	Confirmed <input type="checkbox"/>	Not Confirmed <input type="checkbox"/>
PRINCIPAL	PIC (Admin)	Manager, Guest House

- A copy of I-card of guest be submitted along with the requisition form
- Check in and check out on 24 hrs basis
- Turn overleaf for details of different Categories and charges

“KEEP YOUR VALUABLES AT YOUR OWN RISK”

Categories of Guest			
Category	Eligibility	Authority	Payment Mode
Cat 'A'	Guest invited by the College for academic, administrative work and for campus interview/CAS etc.	Principal/ HoD/PIC	Institute
Cat 'B'	Guest / Individual visiting College in connection with scheme, project / Consultancy/ short term courses, seminars & conference etc.	Co-ordinator /PIC	By respective Coordinator/PIC/Guest
Cat 'C'	Employee and Alumni	Faculty / Officer	By the individual before checking out. If charges are not paid by the guest then person making the booking is required to clear the bill.
Cat 'D'	Student's parents /Guest not covered under above categories and for entire guest booking	Principal/ PIC (Admin)	By the individual – if charges are not paid by the guest then the person recommending is required to clear the bill.

NOTE:

1. Priority for accommodation will be accorded to guest covered under Cat 'A' and Cat 'B'.
2. Normally a booking in the GH can be made for a period of 3 days this can be extended up to a maximum period of 7 Days and beyond that with the approval of the competent.
3. Any student wants to book the guest house for his/her parents, the requisition form should be routed through the head of the respective department.

Tariff

Type of Accommodation	Cat. A/B/C		Cat D.	
	Single occupancy	Double occupancy	Single occupancy	Double occupancy
Double Deluxe	₹ 300	₹500	₹ 500	₹800
Dining Room	₹500		₹1000	
Conference/Meeting room	₹1500		₹2000	