



भारतीयप्रौद्योगिकीसंस्थानइंदौर

Indian Institute of Technology Indore
Khandwa Road, Simrol, Indore 453552

GUEST HOUSE ACCOMMODATION REQUEST FORM

FormNo: H2

Date: __/__/____

1. Name of Conferences, Seminars, and Workshops etc.: _____

Guest Details: -

Sr. No.	Name of guest	Designation	Organization	Relationship	Age

2. Date of Booking - From _____ To _____

3. Time of Arrival _____ Time of Departure _____

4. Guest Address: _____

5. Mobile No. of Guest: _____ Email Id of Guest _____

6. Category of Booking: _ (A, B, C) [CATEGORIES ARE SPECIFIED ON PAGE -2]

7. Type of room required : _____

8.	Executive Room with AC	Executive Room without AC	Non-Executive Room with AC	Non-Executive Room without AC
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9. Name of Indenter: _____ Department : _____

Designation: _____ Mobile: _____ Signature _____

10. Approval for the head of expenses is to be fulfilled by Indenter.

Certified that the bill be charged directly to my
Project a/c

Approval of the bill be paid from the
'Departmental budget' or Approved as
Institute's event

Project a/c No.:

Name of Project Coordinator

Signature of Project Coordinator

HOD/ Registrar/ Dean
Signature

Classifications of Categories:

Category A:

Directors of sister Institutions, Members of Board of Governors, Members of IIT Council, Senior Officials of the Ministry of HRD and AICTE and similar other organizations, Institute guests approved by Director for this category, Selection Committee Members of group –“A” employees will come under this category and any selection from below mentioned items may be arranged for them during meetings/ interviews.

Category B:

Deans, HOD’s, Registrar and Selection committee members for the recruitment of institute, faculty and officers having direct relevance to the activities of the event, Conferences, Symposia, Seminars, and Workshops.

Category C :

Under this category respective departments will ensure the catering requirements for the Departmental Meetings/trainings/seminars/project evaluation/interviews, Placement activities, Ph.D. interviews, Invigilation duty /Practical exam duty Etc.

Important Note:

1. Points from 1 to 10 shall be filled by the Indenter. Kindly send signed & scanned copy of Guesthouse request form to guesthouse@iiti.ac.in
2. In case of any change Please inform to hospitality team by giving a call 07324306513/09981952345 followed by an E-mail.
3. Booking of desired choice of room can only be done according to the availability.
4. All types of bill settlement will be processed by swapping card only.

For Hospitality use only

Form received on: Date..... Time..... Remarks.....

Supervisor (Hospitality)

Manager (Hospitality)

AR/DR (Hospitality)