

अतिथि आवास बुकिंग फॉर्म / Guest House Booking Form

कृपया आवश्यकतानुसार सही का (✓) निशान लगायें / Please tick (✓) your requirement :

आगतुक आवास / Visitors' Hostel

साल्ट लेक अतिथि आवास / Salt Lake Guest House

अतिथि का नाम / Name of the Guest (s): 1. \_\_\_\_\_ Mobile No. \_\_\_\_\_

2. \_\_\_\_\_ Mobile No. \_\_\_\_\_

आवेदक / मांगकर्ता के साथ संबंध / relationship with the applicant / indenter: \_\_\_\_\_

आगमन की तिथि एवं समय / Date and time of arrival: \_\_\_\_\_

प्रस्थान की तिथि एवं समय / Date and time of departure: \_\_\_\_\_

अतिथि की श्रेणी / Category of Guest: (कृपया उचित बॉक्स में सही (✓) का निशान लगायें / Please tick (✓) at relevant box)

अ / A

ब / B

स / C

द / D

(विस्तृत जानकारी के लिए कृपया पृष्ठ के दूसरी ओर देखें / Please see Overleaf for details) [Please attached valid documents if booking under category 'D']

कुल अतिथियों की संख्या / No. of Guest (s): \_\_\_\_\_ राष्ट्रीयता / Nationality: \_\_\_\_\_

आने का उद्देश्य / Purpose of visit: \_\_\_\_\_

सुबह का नाश्ता / Breakfast:  हाँ / Yes  नहीं / NO

(नोट : सुबह के नाश्ते के लिए केवल श्रेणी 'अ' के लोगों को प्रति व्यक्ति 50/- रुपये का भुगतान करना होगा / Note: Breakfast charge is INR 50/- per person for category "A" only)

बुकिंग करने वाला व्यक्ति / Person making the Booking:

नाम / Name: \_\_\_\_\_ पदनाम/ Designation: \_\_\_\_\_

कर्मचारी कोड सं / Employee code No. \_\_\_\_\_ (छात्र अपना रोल नंबर लिखें/ Student write their roll number)

मोबाइल सं. / Mobile No. \_\_\_\_\_ ई मेल आई डी / E-mail ID: \_\_\_\_\_

अदायगी का तरीका / Mode of payment: (कृपया उचित बॉक्स में सही (✓) का निशान लगायें / Please tick (✓) at appropriate box)

संस्थान / विभागीय Institute/Departmental:

(कृपया संस्थान या विभागीय होने की दशा में सहायक दस्तावेज संलग्न करें / Please attach supporting documents in case of Institute or Departmental)

प्रस्तावक के द्वारा / by Proposer :

अतिथि के द्वारा / by Guest:

एच ओ एस / एच ओ डी द्वारा अनुशंसित Recommended by HoS /HoD

प्रस्तावक का हस्ताक्षर / Signature of Proposer

निदेशक / कुलसचिव / संकाय अध्यक्ष (गेस्ट हाउस) / अध्यक्ष छात्र मामले (केवल छात्रों के लिए) द्वारा अनुमोदित /

Approved by Director /Registrar / FiC (Guest House)/ DoSA (for students only):

ध्यान दें / NOTE:-

\* चेक - इन के समय सभी मेहमानों को अपना वैध आईडी प्रमाण दिखाना होगा /all guests must show their valid ID proof at the time of check-in.

\* कमरे में अधिकतम दो वयस्कों को रहने की अनुमति होगी। 12 वर्ष से कम आयु के बच्चे साथ जा सकते हैं / Maximum two adults will be allowed to stay in the room. Kids below 12 years may accompany.

**Accommodation Tariff**

**With effective from 08-01-2018 & Alumni of IISER Kolkata 'Cat' revised on 12.04.2021**

Room Category	Room Tariff*			Categories of Guests	
<b>Visitors' Hostel</b>	Cat "A" (₹)	Cat "B" (₹)	Cat "C" (₹)	Cat "A"	Payment Mode
<b>Suite</b> (King size bed)	2000/-	2500/-	3000/-	<ul style="list-style-type: none"> <li>Faculty, staff members of IISER Kolkata</li> <li>Dependant members of the above</li> </ul>	By the individuals on or before checking out payment made through POS or UPI to accounts of IISER Kolkata <b>* CASH PAYMENT NOT ACCEPTED.</b>
<b>Queen</b> (Queen size bed) For Single Occupancy	400/-	1000/-	1500/-	<ul style="list-style-type: none"> <li>Current Student (himself/herself) and their parents, brother and sister</li> <li>Alumni (himself/herself) of IISER Kolkata</li> <li>Breakfast upon order (₹ 50/- per adult)</li> </ul>	
<b>Queen</b> (Queen size bed) For Double Occupancy	600/-	1500/-	2000/-	<p><b>Recommending authority:</b> FICs/AR Establishment/PIs for research students/DoSA in case of all other students</p>	
<b>Twin</b> (two single beds) For Single Occupancy	400/-	1000/-	1500/-	Cat "B"	Payment Mode
<b>Twin</b> (two single beds) For Double Occupancy	600/-	1500/-	2500/-	<ul style="list-style-type: none"> <li>Visiting academic/administrative guests from other institutes</li> <li>Guests via the Faculty / staff of IISER Kolkata</li> </ul>	By guests or host on or before checking out payment made through POS or UPI to accounts of IISER Kolkata as maybe the case <b>* CASH PAYMENT NOT ACCEPTED.</b>
<b>Salt Lake (Liaison Off)</b>	Cat "A" (₹)	Cat "B" (₹)	Cat "C" (₹)	Cat "C"	
<b>Queen</b> (Queen size bed) For Single Occupancy	400/-	1000/-	1500/-	<ul style="list-style-type: none"> <li>Visitors for non-academic purpose, industry/company guests</li> <li>Any other family members, friends, relatives etc. of the students of IISER Kolkata</li> <li>Guests of neighbouring institutes on request</li> </ul>	By guests or host on or before checking out payment made through POS or UPI to accounts of IISER Kolkata as maybe the case <b>* CASH PAYMENT NOT ACCEPTED.</b>
<b>Queen</b> (Queen size bed) For Double Occupancy	600/-	1500/-	2500/-	<p><b>Recommending authority:</b> HoDs/Deans/FICs/AR Establishment/PIs for research students/DoSA in case of all other students</p>	
<ul style="list-style-type: none"> <li>Above mentioned rates are excluding GST</li> <li>GST will be applicable as per rules (if any)</li> <li>No booking will be taken by phone</li> </ul>				Cat "D"	Payment Mode
				<ul style="list-style-type: none"> <li>Guests invited by the institute for statutory Committees, academic/administrative work (e.g. BoG, Finance committee, JAC, viva etc.)</li> <li>Guests invited by SAC for institute level students' activities</li> </ul>	By Institute / Departmental (no payment)
				<p><b>Recommending authority:</b> Registrar/ Deans/HODs</p>	
Sl. No.	Policy for Special Cases		Approval/Procedure		Applicable Charges*
1	Guests for conferences and workshops		Prior approval by Director (letter via HoD/Dean/Registrar, as the case maybe)		As per Approval
2	Post-docs from abroad for long term stay		Prior approval by Director (letter by Host via HoD)		10000/- month
3	UG students from abroad for long term stay		Prior approval by Director (letter by Host via HoD)		7500/- month
4	Visiting faculty for long term stay (up to 2 months)		Prior approval by Director (letter by Host via HoD)		12000/- month
5	Stays of Cat "A" related to medical, competitive exams (if student)		Indent via usual route. Submit Medical officer's referral and/or Doctor's prescription within a week & DoSA/FIC/In-charge accommodation to verify		250/- day per person
6	Visiting Indian research students (if hostel is unavailable)		Indent should be forwarded in advance by PI via usual route		250/- day per person

\* Any requests for the reduction on the 'policy rates' may be appealed (with justification) to Director via proper channel (PI/HoD/Dean/FIC). Research students of Indian nationals may first apply for accommodation in students' hostel for long term stays (of beyond a week).

**Note:**

- Hardcopy form must be submitted for every booking (in case of emergency bookings, one may first send an e-mail to [guest.house@iiserkol.ac.in](mailto:guest.house@iiserkol.ac.in) and submit the indent on next working day). Please submit this form minimum three days in advance to the office of Visitors' Hostel / Establishment.
- Faculty and staff of IISER K (Cat "A") may book any of the above guest accommodation facilities by standard procedure for a maximum of 5 days in a month. If the stay of a faculty or staff exceeds 5 days in a given month, his/her case will be treated as "residing in campus" for the month in question and dealt accordingly by the institute.
- Current IISER-K students are not allowed to book Visitors' Hostel for their own stay, but may book for their family members with due approval from DoSA by submitting the form along with a valid student identity card. Students may book Salt Lake accommodation (at Liaison Office) by following the above procedure for their own stay and/ or for family members.
- Booking of suite rooms in Visitors' Hostel requires approval from Director/Dy. Director.
- Penalties for damage of Guest House property:** If the guests during their stay damage any content then the management, after examining the nature of damage, may impose penalty to the visitor or the host (who made the booking), for replacing the content or to settle the bill.
- The rates include breakfast (except for Cat "A") with tea/coffee and bottled water (1 per day).

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