

# INDIAN INSTITUTE OF TECHNOLOGY PATNA

## REQUEST FOR GUEST HOUSE ACCOMMODATION

Name(s) of the Visitor(s) / Guest(s)					
Designation(s) of the Visitor(s) / Guest(s), Department / Company affiliation & Address(s) with contact phone no./ e-mail ID, if any					
Purpose of visit <i>(enclose copy of official letter(s), where applicable)</i>					
Date & Time of Arrival					
Date & Time of Departure					
Type of occupancy preferred <i>(Please note that each room has only one double bed)</i>		No. of rooms required			
The payment will be made by (Indentor/ guest/institute/project fund)					
<b>Food</b>	Veg.	Non.Veg	No. of Breakfast	No. of Lunch	No. of Dinner
Tick / give no.					
_____ Countersignature of the concerned HOD/HOS (in case the purpose of visit is official)		Signature of the Indentor with date  Name : _____  Designation : _____  Department/Section : _____  Contact Phone No. / e-mail ID, if any: _____			

**For official use**

Room (s) allotted	Room No(s). .....
Period	From ..... to .....
Category recommended (A/B/C)	Invited by the institute / Project related/ Employee, students guardians, alumni, other academics institutes

Office Note:

\_\_\_\_\_  
Signature of Incharge Guest House with Date

**Approval of the Director/Registrar/Dean**

**INDIAN INSTITUTE OF TECHNOLOGY PATNA****Guest House****Tariff and other details for various categories of accommodation:**

Visitor's Category, eligibility and tariff for rooms and suite:

Category	Eligibility	Tariff per day
A	Guests invited by the institute for academic, administrative work, for campus interview, visiting in connection with scheme project/ Consultancy / Short term courses, seminars & conference etc.	Single room: Rs.1000/- Double room: Rs. 1500/- Double room with single occupancy: Rs. 1300/- Suite room: Rs. 2500/-
B	Employees, Students, parents / Guardians and Alumni Guests from other academics institutes offered accommodation on reciprocal basis.	Single room: Rs.1150/- Double room: Rs.1600/- Double room with single occupancy: Rs. 1400/- Suite: Not Applicable.
C	Guests not covered under above categories.	Single room: Rs.1500/- Double room: Rs.2000/- Double room with single occupancy: Rs.1800/- Suite: Not Applicable

**Category wise tariff for Conference / Seminar Hall:**

Sl. No.	Eligibility	Tariff
1	Conference Hall / Seminar Hall (For IIT Organized programs)	<u>For Category A:</u> Rs.2,000/- per day per room (for 8 hrs.)  <u>For Category B:</u> Rs.2,500/- per day per room  <u>For Category C:</u> Rs.3,500/- per day per room
2	Meeting Room	<u>For Category A &amp; B:</u> ⇒ Rs.1,000/- per day per room (for 4 hrs.) ⇒ Above 4 hours. Rs.500/- for every additional hour.  <u>For Category C:</u> Rs.2,000/- per day per room

3	Common Dining Room	No charges for in-house stay
4	Dining Room Special	<u>Category A &amp; B:</u> Rs.5,000/- per day + Additional Rs.2,000/- for cleaning  <u>Category C:</u> Rs.7,500/- per day + Additional Rs.2,500/- for cleaning

**Approving authority and payment mode:**

Category	Approving Authority	Payment Mode
Cat "A"	Director / Registrar / Deans	Institute / Official / By R & D through project / respective coordinator / by the guest. (Payment can be made from either institute fund, or R&D fund or department fund or by Deans/A. Deans' offices)
Cat "B"	In-Charge Guest House / Registrar	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 "C"	For Individual booking -Manager Guest House and For block booking – In-Charge Guest House / Registrar	By the individual-if charges are not paid by the guest then the person recommending the booking is required to clear the bill.

**G**

**Gym Facilities ( As and when made operational ) :**

Free for guests [06:00 AM to 08:00 AM] and [06:00 PM to 08:00 PM]

Campus residents (chargeable) : [08:30 AM to 10:30 AM] and [3:30 PM to 5:30 PM]

\*Rs.100/- for single day use

\*Rs.1,000/- for monthly use.

## Annexure-II

# INDIAN INSTITUTE OF TECHNOLOGY PATNA

### Charges for Catering

SI No.	Description	Amount (Rs.)
1.	Tea	20
2.	Green Tea/Black Tea/Lemon Tea	30
3.	Coffee	30
4.	Soup	30
5	Breakfast (veg/non-veg)	60/100
6	Lunch (veg/non-veg)	150/250
7	Dinner (veg/non-veg)	150/250
8	Special Lunch/Dinner (veg/non-veg)	250/400
9	VIP Buffet Lunch/Dinner (veg/non-veg)	450/650
10	Mineral Water 1 Ltr	17
11	Juice	30
12	Snack	90

5% GST –Extra as applicable

**Timing (will be strictly followed)**

	<b>Reporting time</b>	<b>Serving time</b>
<b>Break-fast</b>	<b>Previous day by 8:00 pm</b>	<b>7:30 am-9:00 am</b>
<b>Lunch</b>	<b>Same day by 8:30 am</b>	<b>12:30pm - 2:30pm</b>
<b>Dinner</b>	<b>Same day by 4:00 pm</b>	<b>7:30 pm - 9:30 pm</b>