Guest House Booking Form
VSSUT, Burla

1. Name of visitor(s) ……………………………………………………………………………….

2. Designation …………………………………………………………………………………..

3. Address & Tele No ……………………………………………………………………………..

4. Expected arrival: Date…………………………………Time…………………………….

5. Expected departure: Date…………………………… Time………………………….

6. Category proposed: ☐ A (Institute)   ☐ B (Official)   ☐ C (Others)

7. Type of accommodation required: ☐ Single ☐ Double ☐ Suite

8. Purpose of visit ……………………………………………………………………………

9. No of person(s) ……………………………………………………………………………

10. Person making the booking:

    (If Charges are not paid by the Guest then the undersigned agrees to settle the Bill(s))

(i) Name: ……………………………………………………………………………

(ii) Dept………………………………………… (iii) Employee code ……………………………

(iv) Designation…………………………….   (v) Telephone Number …………………………

11. For Category**A/B**:

Signature (with seal) of the Registrar/ Dean/HOD …………………………Date……………..

12. For Category**'C'** only:

Signature (of the person making the booking)………………………………Date…………….

13. Approved by the Authority:

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14. <u>For Office Use:</u>

(i)   Register Sl.No……………….. (ii)Amount Collected………………. (iii)Receipt No……………

CATEGORIES OF GUEST

Category	Eligibility	Authority	Payment Mode
CAT 'A'	A1 = Guest invited by the University on special occasion as approved by the Vice-Chancellor.	Vice Chancellor	
	A2 = Guest invited by the University for administrative work and for campus interview.	Vice Chancellor / Registrar / Dean / HoD concerned	University / Training & Placement Section/Concerned Department.
CAT 'B'	Guest / Individual visiting University in connection with Scheme/ project / Research/Consultancy / short term courses, Seminars & Conference etc.	Dean SRIC / Dean CDCE / PIC Concerned.	Thorough project / consultancy / respective/ coordinators/ Supervisor.
CAT 'C'	Employee, Student's parents / Guardians and Alumni /Guest from other Academics Institutes offered accommodation on reciprocal basis.	Dean DSW / Faculty / PIC Concerned.	Advance 1 day room rent and rest 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 within a week.

Academic Charges Per day.

Type of Accommodation	CAT. A1 (INR)	CAT. A2 (INR)	CAT. B (INR)	CAT. C (INR)
Single occupancy	0	600	700	800
Double occupancy	0	700	800	900
Suit	0	1000	1100	1200