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)(Others)   ☐   ☐   ☐

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

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

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

10. Person making the booking:

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

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

(ii) Dept………………………………………   (iii) Designation………………………………..

(iv) Mobile No ……………………………….   (v)Signature …………………Date ………...

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

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

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

Signature (with seal) of the DSW/ PIC /Faculty …………….……………Date…………..….

13. PIC (Guest House)

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14.For Office Use:

(i)   Allotted Room…………(iii) Registers sl No………. (ii)Amount Collected…………. (iii)Receipt No……

CATEGORIES OF GUEST

Category	Eligibility	Authority	Payment Mode
CAT 'A'	Guest invited by the University for administrative work and for campus interview/ Exam.	Vice Chancellor / Registrar / Dean / HoD	University / Training & Placement Department.
CAT 'B'	Guest / Individual visiting University in connection with Scheme, project / Consultancy / short term courses, Seminars & Conference etc.	Dean SRIC / Dean CDCE / PIC	Thorough project / consultancy / respective coordinators.
CAT 'C'	Employee, Student's parents / Guardians and Alumni Guest from other Academics Institutes offered accommodation on reciprocal basis.	Dean DSW / Faculty / PIC	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.

VSSUT, BURLA

NOTE:

1. Priority for accommodation will be accorded to guest covered under CAT 'A' and CAT 'B'.
2. Normally a booking in the GUEST HOUSE can be made for a period of 3 days this can be extended up to a maximum period of 7days and beyond that with the approval of the competent authority.

Academic Charges Per day.

Type of Accommodation	CAT. A (INR)	CAT. B (INR)	CAT. C (INR)
Single	500	700	800
Double	700	900	1000
Suit	1000	1100	1200