

**GUEST HOUSE BOOKING FORM**

(Please see Note below)

1	Name(s) of the guest(s)			
2	Mobile Number			
3	Nationality			
4	Purpose of visit			
5	Complete Address			
6	Category* (please tick)	<b>A</b>	<b>B</b>	<b>C</b>
7	Arrival	Date: _____ Time _____		
8	Departure	Date: _____ Time _____		

Date: \_\_\_\_\_

Indenter Name and Designation: \_\_\_\_\_

Place: \_\_\_\_\_

Indenter Signature: \_\_\_\_\_

**(FOR OFFICE USE ONLY)**

S.No. \_\_\_\_\_

Date: \_\_\_\_\_

**Remarks:** Accommodation Available / Not Available

Accommodation arranged in Room No. \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**In-charge, Guest House**

**\*Room Charges (per room) only for five days**

**Amount (Rs.)**

<b>Category A:</b>	Officers invited for official work of INST	:	<b>1000/- (to be adjusted in TA Claim)</b>
<b>Category B:</b>	INST Employees and their blood relations, Officers of Govt/Autonomous Institutions etc.	}	<b>700/- for first three days and 1000/- for next two days</b>
<b>Category C:</b>	Others	}	<b>1000/- for first three days and 1500/- for next two days</b>

**Note:** (1) Presently **NO** catering facility is available.

(2) For Foreign Nationals, other than NRIs having PIO card, MEA/MHA clearance required.

(3) Guest will be required to show his/her identity card at the time of entry and submit a copy thereof.