

**RAJIV GANDHI PROUDYOGIKI VISHWAVIDYALAYA, BHOPAL**  
**GUEST HOUSE ROOM SERVICES BOOKING FORM**

1. Name of the Department: .....
2. Numbers of Guests Visiting: .....
3. Names of the Guests: 1) .....  
 2) .....  
 3) .....  
 (In case of more no. of guests attach a list separately)
4. Organization/Institution of the Visiting Guest(s): .....
5. Arriving On: Date: ..... / ..... / ..... Time: ..... : ..... AM/PM
6. Leaving On: Date: ..... / ..... / ..... Time: ..... : ..... AM/PM
7. Purpose of Visit (Official/Personal): .....
- Notesheet Approval Date: .....
- VC Office Dispatch No.: .....
8. Guest Category Proposed: A / B / C / D / E (Please refer page 2)
9. Type of accommodation: Single (A/C)\* Double (A/C) (for tariffs please refer page 3)
10. Details of the person making the booking:
  - a) Name: .....
  - b) Enrolment in case of Students: .....
  - c) Designation and Dept/Center/School/Sec: .....
  - d) Contact No.: .....
11. For Category C, D, E
  - a. Kindly settle the bill(s) before checking out / Collect the charges from the guest
  - b. If Charges are not paid by the Guest then the bills will be settled by the undersigned

Signature of University Staff / Student Requesting Accommodation)

12. Signature of the Sanctioning Authority	..... (Signature)
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**For office use only**

\_\_\_ Room (s) / \_\_\_ Suite may be allotted in RGPV New Guest House at the rate of Rs. \_\_\_ per room per night of stay from \_\_\_\_\_ till \_\_\_\_\_.

**Faculty I/C Guest House**

Room / Suite No.	Allotment Date & Time	Departure Date & Time

**Guest House Supervisor**

\*All rooms are double bedded with single or double occupancy. Guests might be requested to share accommodation with other guests if felt needed by the Guest House Management Team.

## CATEGORIES OF GUESTS

S.No	Category	Particulars of the Guest	Maximum Period of Stay	Priority	Booking Authority
1	A (University Guests)	University Guest as declared by the Hon'ble Vice Chancellor, EC Members, Distinguished Experts called to deliver Lectures	As per approval	1 <sup>st</sup>	VC Office
2	B (Official Guests)	Guests invited by the University for academic or administrative works such as for, Board of Studies Meetings, experts called for university examinations, selection committee, Experts called for Ph.D. Presentations & Viva, Experts for Project & Dissertation Evaluation, Experts called to deliver Lectures, Experts called for Finance Committee Meetings.	As per approval	2 <sup>rd</sup>	Registrar, Director, Principal, Concerned Dean, Dy. Registrar, Heads of the Departments, Schools and Centres (with a copy of an office order), Controller (Examination), Controller (Finance)
		Other Invited Guests of the University like Placement Related Guests, distinguished seminar speakers, Guests from Industry etc, Guests of the university who have come for Workshop / Seminars / Conference etc. as a Resource Person.			Prof. in Charge, Head T&P, Professor In Charge or Coordinator (Seminar / Workshop/ Conference)
		Officers of bodies like UGC, AICTE, MHRD etc. and Faculty members/staff members of Institutions recognized by the University.			In all such case requests should come from the concerned body
		Staff of the university who have to stay for official work.			Registrar Office
		Participants to Seminars/ Workshops/ Symposia/ Conferences/ Training Program organized by the University's Schools/ Centres/Departments Candidates Invited for Interviews for Staff & Faculty Positions			Professor In Charge / Coordinator (Seminar or Workshop)
		Newly joined faculty / staff members who have not been Allotted residential accommodation.			Registrar Office
3	C (Non-Official Guests from recognized Government Organizations)	Guests representing various central and state government organizations	As per approval	3 <sup>rd</sup>	VC Office/ Registrar Office
4	D (Non-Official Guests)	Parents / Recognized Guardians of the students as per records/ Parents of Students for admission	As per approval	4 <sup>th</sup>	Director/Principal/ Hostel Warden
		Ex-Employee of the University & Student Alumni			Registrar Office
		Personal guest of employees			Personal guest of employees of the university approved by Hon'ble Vice Chancellor or Registrar. In this category Booking form for rooms will be filled by the University employee and he/she will take the responsibility of guests and their payment settlements.
5	E (Others Guests)	Any other person not covered in above mentioned categories and permitted by Hon'ble VC / Registrar	As per approval	5 <sup>th</sup>	VC Office/ Registrar Office

### TARIFFS (Per Day Basis)

Rooms	Category A (University Guests)	Lodging Charges per day (Rs.)				Remark
		Category B (Official Guests)	Category C (Non-Official Guests from recognized Government Organizations)	Category D (Non- Official Guests)	Category E (Others Guests)	
Suites	No Charges	800/-	1400/-	1600/-	2000/-	Subsidy of 50% will be provided for category D guests who are the personal guests of University Employee.
AC Double	No Charges	500/-	800/-	1000/-	1500/-	
AC Single (Shared Occupancy)	No Charges	300/-	500/-	600/-	800/-	