



इंदिरा गांधी राष्ट्रीय जनजातीय विश्वविद्यालय, अमरकंटक (म.प्र.)

Indira Gandhi National Tribal University, Amarkantak (M.P.)

(A Central University established by an Act of Parliament)

(संसद के अधिनियम के अधीन स्थापित केन्द्रीय विश्वविद्यालय)

Lalpur, Amarkantak, Distt.- Anuppur – 484 887 (M.P.)

Requisition form for booking of Guest House

Date:

1. Visitor's Profile

1.1	Name of the Guest Accompanying Guest, if any,	
1.2	Representing Organization and purpose of visit	
1.3	Complete Address	
1.4	Nationality	Indian / Foreigner (specify the nation)
1.5	Guest Category	U / C / O
1.6	No. of person (s)	
1.7	Type of Accommodation required	Suite / Room / Dormitory
1.9	Phone No. & E- mail of the Guest(s)	

2. Details of expected arrival/ Departure:

Arrival Date	Arrival time	Departure date	Departure time

3. Meals if required if required on the date of arrival:

<input type="radio"/> Breakfast	<input type="radio"/> Lunch	<input type="radio"/> Dinner
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4. Bill (s) to be settled by:

<input type="radio"/> Visitor(s)	<input type="radio"/> Department/ Project
<input type="radio"/> Indenter	<input type="radio"/> Institute

I agree to the terms & conditions mentioned over leaf	Recommended HOD/ Dean	Note: The duly filled-in form for booking will be sent to Guest House in-charge for further processing.
Signature of the Employee/ Indenter		
Name:		
Designation with Department:		
Mobile No:		
Email:		
(For use in Guest House Office) Room is available/ not available.	Submitted for approval	Submitted for approval
Guest House I/c	AR(Admn)	Registrar

NOR MS, GUIDELINES AND OTHER INFORMATION

Booking Procedures:

1. For booking of normal facilities, forms will have to be directly submitted to the Guest House I/c duly forwarded by the respective HOD.
2. Timings:

Timings	Breakfast	Lunch	Dinner
	08:00 to 09:30 hrs	13:00 to 14:00 hrs	19:30 to 21:00 hrs

- The food facility for non-residents will be reserved only on prior request. The minimum period of such request shall be as under:-
Breakfast: Before 8:00 PM on the previous day, Lunch: Before 9:00 AM on the same day & Dinner: Before the noon of the same day.
- Cancellation requests should be made at least 6 hours in advance; else food charges will be levied for such a meal.
- The charges for food and accommodation, if any will be deducted from the salary of the respective internal user or host instead of taking cash/charges in order to avoid transactional inconveniences, unless specified by the internal or host for any other mode of payment.

Room category & rates for occupancy in Guest House, IGNTU, Amarkantak

S.No.	Type of Accommodation	Gond Saray & Agariya Saray		Baiga Saray
		Double Bed	Suites**	Single Beds (Dormitory)
1	Total available nos.	20	02	20
2	Category U (Tariff)	Free	Free	Free
2	Category C (Tariff)	Rs. 500	Rs. 800	Rs. 150
3	Category O (Tariff)	Rs. 600	Rs. 1000	Rs. 150

Boarding charges

Category	Rates of items			
	Lunch/ Dinner (Veg.)	Breakfast (Veg.)	Tea/ Coffee	Cold drinks
Regular	Rs. 70	Rs. 50	Rs. 5/10	As per actual

Other specific requirement will be met as per order.

** Allotment of Suit rooms will be subject to approval of the Vice-Chancellor, IGNTU.

3. Category U - University guest such as Members of Court, Executive Council, Academic Council, Finance Committee, invited speakers for Seminar/ conference, Departmental guest/ invitee etc.
4. Category C - Guests/delegates for conferences, Seminars, Short courses, Workshops & Projects shall be charged.
5. Category O- IGNTU Alumni, personal relatives/ Guests of IGNTU faculty/staff/Guardians/spouse of students and other will be charged.
6. Accommodation will be charged per day or part thereof for every 24 hours.
7. First priority of booking is given in order of U, C and O respectively.
8. The booking made / confirmed will be provisional and can be cancelled at any time in case of any other priority.
9. No telephonic bookings / cancellation will be entertained.
10. Stay is the entire responsibility of the guest(s). No claims for loss / damage or lapse of service will be entertained at any stage.
11. The room shall be allotted on the condition, that, if necessary, the allottee shall have no objection for sharing accommodation with another guest.
12. Please inform about your departure date & time or any other change of schedule well in advance.
13. The allottee should vacate the room on the expiry of the period for which accommodation was allotted, unless an extension for further stay has been obtained beforehand.
14. The cancellation, if any, should be notified at least 24 hrs in advance, failing which actual tariff/ user charges shall be levied.
15. Male visitors, other than family members are not allowed in the rooms occupied by female guests and vice-versa
16. Consumption of narcotics / alcoholic drinks etc is strictly prohibited.
17. To avoid any inconvenience, it is advised to inform the house-keeper in advance for late entry into the Guest House.
18. It is suggested that the room may be cleaned in the presence of the guest only.
19. Electricity and water are precious, please conserve it. Please close the windows and switch off the electrical points whenever you leave the room. Also switch off the AC and Geyser while not in use.
20. The guest should verify and certify the final bill before departure.