



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 केंद्रीय 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	E / 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 officer I/c 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.		
Signature Guest House Officer I/c		Submitted for approval Registrar

NORMS, GUIDELINES AND OTHER INFORMATION

Booking Procedures:

1. Room reservation request will be accepted through the Samarth Portal only with respective designated Samarth ID and for the others it will be entertained by email or hand written application form to the guest house officer I/c or Registrar.
2. For newly joined employees, rooms will be exempted for one day only. After that, daily charges are applicable as per the rules of the guest house. Regarding this matter, **the HRA deduction application by the employees will not be entertained.**
3. Incomplete room reservation application form will not be entertained.
4. **Instant room reservations may be subject to availability and could be declined if no rooms are available.**
5. Timings:

Timings	Breakfast	Lunch	Dinner
	08:00 AM to 10:00 AM	12:30 PM to 3:00 PM	7:30 PM to 10:00 PM

- 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.
- **An application must be submitted to arrange food for the guest before arrival.**
- Any type of cooking activity in guest's room is strictly prohibited.
- **Sharing of food is strictly prohibited. Guests above 8 years of age are considered adults and will be charged accordingly.**
- 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.
- Only vegetarian meals are served in the University Guest House dining halls.

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

S.No.	Type of Accommodation	Gond Saray, Agariya Saray & Mekal Atithi Griha		Baiga Saray & Mekal Atithi Griha
		Double Bed	Suites**	Single Beds (Dormitory)
1	Total available no.	36	04	30
2	Category E (Tariff)	Free	Free	Free
2	Category C (Tariff)	Rs. 700	Rs. 1000	Rs. 150
3	Category O (Tariff)	Rs. 1000	Rs. 2000	Rs. 200

Boarding charges

Category	Rates of items			
	Lunch/ Dinner (Veg.)	Breakfast (Veg.)	Tea/ Coffee	Cold drinks
Regular	Rs. 150	Rs. 80	Rs. 20/30	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.

6. Category E - University guest such as Members of Court, Executive Council, Academic Council, Finance Committee, Departmental guest/ invitee, Member BOS etc.
7. Category C - Invited speakers/Guests/delegates* for conferences, Seminars, Short courses, Workshops & Projects, IGNTU Alumni, personal relatives/ Guests of IGNTU faculty/staff
* Or will charge as per amount allocated by the respective funding agencies for the respective Programme.
8. Category O- Other than the E and C categories will be treated for this tariff.
9. Accommodation charges will be applied based on the check-in time (11:00 AM) and check-out time (10:00 AM the following day). Beyond this period, an additional day will be counted and charged accordingly.
10. **The acceptance of a reservation application form does not guarantee room availability.** First priority of booking is given in order of E, C and O respectively.
11. **Room numbers will be assigned upon the guest's arrival.** No in-person or telephonic query about guest room number will be entertained.
12. Submission of a copy of a valid government issued photo identity card is a must for all the guest seeking accommodation in the guest house to ascertain their identity.
13. The rooms/accommodation in the guest house complex shall only be occupied by the individuals listed in the application form.
14. The booking made / confirmed will be provisional and can be cancelled at any time in case of any other priority.
15. No telephonic bookings / cancellation will be entertained.
16. Stay is the entire responsibility of the guest(s). No claims for loss / damage or lapse of service will be entertained at any stage.

17. **For single occupancy rooms, only one person is permitted to stay, and for double occupancy rooms, a maximum of two persons are allowed.**
18. The room shall be allotted on the condition, that, if necessary, the allottee shall have no objection for sharing accommodation with another guest.
19. Please inform about your departure date & time or any other change of schedule well in advance.
20. 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.
21. **In case of room cancellation, a written request must be submitted at least 24 hours before the guest's arrival. No cancellation charges will apply; however, if the request is made less than 24 hours prior, one day's retention charges will be deducted.**
22. Male visitors, other than family members are not allowed in the rooms occupied by female guests and vice-versa.
23. **Unauthorized persons will not be allowed inside the guest house and will be reported immediately to the Chief Proctor's office. Visitors meeting guests in their rooms must inform the reception desk and make a proper entry in the visitor log.**
24. Consumption of narcotics & alcoholic drinks etc. or any other article of combustible, hazardous and objectionable nature are strictly prohibited.
25. Conduct of Guest behaviour is solely responsibility of the applicant. The guests are advised to maintain decency and decorum throughout the stay period.
26. In case any dispute over reservation or any other matter, the applicant/guest is advised to contact the guest house officer I/c. **In such cases, it is strictly forbidden to argue with, abuse, or threaten any guest house official/member, as they are not authorized to make changes to reservations without approval. They are instructed to contact the Security Officer or Chief Proctor to handle any incidents of misconduct.**
27. All the facilities of the guest house only will facilitate the functioning of the guest house, **not for any other purposes.**
28. The guest/applicant will be held responsible for any loss or damage to the guest house property, fixture, fitting and furniture caused by themselves, their guests to any other person whom they are responsible.
29. Duplicate room keys will be issued, in case of misplace / loss after paying 1500/- only after written application by guest.
30. To avoid any inconvenience, it is advised to inform the house-keeper in advance for late entry into the Guest House.
31. It is suggested that the room may be cleaned in the presence of the guest only.
32. 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.
33. Guests are requested to inform their departure time at least half an hours before their actual departure from guest house to facilitate timely billing.
34. **Upon departure, guests must lock their room, return the keys to the reception, and sign the departure column in the guest registration register, noting the date and time of departure.**
35. All payments are payable through the online transactions only (UPI etc.) only, if not paid during the booking. **International credit or debit cards are not accepted.** Cash payment will occur in certain circumstances such as internet connectivity issue etc. by the permission of guest house officer I/c.
36. The guest should verify and certify the final bill before departure.