



**VISVA-BHARATI  
SANTINIKETAN**

**GUEST HOUSE BOOKING FORM**

Please Tick (✓) your requirement :

PPGH  RKGH  INGH  SAIL  Sriniketan

1. Name of Visitor (s) : \_\_\_\_\_
2. Organisation : \_\_\_\_\_
3. Purpose of Visit : \_\_\_\_\_
4. Postal address & Tele No. : \_\_\_\_\_
5. Arrival : DD MM YYYY Hrs.  

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6. Departure : DD MM YYYY Hrs.  

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7. Category  
(for 'A' & 'B' enclosed Invitation letter  
from University) :  
A (University) B (Official) C (Others)  

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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8. Type of accommodation required  
(Please see overleaf) : \_\_\_\_\_
9. No. of Person (s) : \_\_\_\_\_
10. Person making the Booking  
Name : \_\_\_\_\_  
Employee Code /No. : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Bhavana / Sadana/Department  
Centre/Section/School : \_\_\_\_\_  
Contact No. & E-mail ID : \_\_\_\_\_

11. For Category 'B' & 'C' only
  - a. Kindly settle the bill(s) before checking out.
  - b. If Charges are not paid by the Guest then the undersigned agrees to settle the Bill(s) and the same to be treated as deduction from my Salary.
  - c. **Check Out time is 12.00 Noon.**

Date : \_\_\_\_\_ Signature of the Proposer : \_\_\_\_\_

12. Signature of the Vice-Chancellor/Pro-Vice-Chancellor/Registrar (for Category 'A')  
Date : \_\_\_\_\_ Signature of the Proposer : \_\_\_\_\_

To  
The In-Charge (Public Relations and Guest Houses)  
Visva-Bharati

Note :  
➤ For any other information kindly contact Guest House Contact No. (+91 9474671573/+91 7584946571,  
E-mail : guest\_booking@visva-bharati.ac.in)  
➤ For Food Requirement kindly contact Mr. Sajal Sen (+91 9434306842/+91 9474506532)

## CATEGORIZATION OF ROOMS

Sl. No.	<i>Guest House Name</i>	Single Bedded		Double Bedded		Triple Bedded		Four Bedded		Six Bedded Dormitory (Per Bed)		Sixteen Bedded Dormitory (Per Bed)	
		<i>AC</i>	<i>Non-AC</i>	<i>AC</i>	<i>Non-AC</i>	<i>AC</i>	<i>Non-AC</i>	<i>AC</i>	<i>Non-AC</i>	<i>AC</i>	<i>Non-AC</i>	<i>AC</i>	<i>Non-AC</i>
1	<b>Purbapalli Guest House (PPGH)</b>	600/-	300/-	1000/-	—	1100/-	600/-	1200/-	800/-	—	150/-	—	150/-
2	<b>Ratan Kuthi Guest House (RKGH) Main</b>	—	—	1400/-	—	—	—	—	—	—	—	—	—
3	<b>Ratan Kuthi Guest House (RKGH) Annex</b>	—	—	1100/-	—	—	—	—	—	—	—	—	—
4	<b>SAIL Guest House (SAIL)</b>	600/-	—	1000/-	—	—	—	—	—	—	—	—	—
5	<b>Sriniketan Guest House (SRINIKETAN)</b>	—	—	—	—	—	—	1000/-	—	—	—	—	—

Sl. No.	<i>Guest House Name</i>	Double Bedded		Twenty Six Bedded Dormitory	
		<i>AC</i>	<i>Non-AC</i>	<i>AC</i>	<i>Non-AC</i>
1	<b>International Guest House (INGH)</b>	—	500	—	150

*Note : Extra GST 18% for tariff above Rs. 1000.00*