



VISVA-BHARATI
SANTINIKETAN
GUEST HOUSE BOOKING FORM

Please Tick (✓) your requirement :

PPGH RKGH INGH SAIL Sriniketan GV, Kolkata

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)

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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 for Santiniketan Guest Houses.
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.
d. Kindly pay in advance for GV, Kolkata Guest House during booking.
e. Guest are requested to produce photo Identity proof during check-in.
f. Guest are requested to check-in on or before 10.00 p.m.

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 Quest Houses)
Visva-Bharati

Note : > For any other information kindly contact Guest House Contact No. (+91 9474671573/+91 9547987071)
> E-mail : guest_booking@visva-bharati.ac.in
> For Food Requirement kindly contact Mr. Sajal Sen (+91 9434306842/+91 9474506532) for Santiniketan Guest Houses

CATEGORIZATION OF ROOMS

Sl. No.	Guest House Name	Single Bedded		Double Bedded		Triple Bedded		Four Bedded		Six Bedded Dormitory (Per Bed)		Sixteen Bedded Dormitory (Per Bed)	
		AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC	AC	Non-AC
1	Purbapalli Guest House (PPGH)	600/-	300/-	1000/-	—	1100/-	600/-	1200/-	800/-	—	150/-	—	150/-
2	Ratan Kuthi Guest House (RKGH) Main	—	—	1400/-	—	—	—	—	—	—	—	—	—
3	Ratan Kuthi Guest House (RKGH) Annex	—	—	1100/-	—	—	—	—	—	—	—	—	—
4	SAIL Guest House (SAIL)	600/-	—	1000/-	—	—	—	—	—	—	—	—	—
5	Sriniketan Guest House (SRINIKETAN)	—	—	—	—	—	—	1000/-	—	—	—	—	—
6.	Granthana Vibhaga, Kolkata	—	—	—	—	1000/-	—	—	—	—	50/-	—	—

Sl. No.	Guest House Name	Double Bedded		Twenty Six Bedded Dormitory	
		AC	Non-AC	AC	Non-AC
1	International Guest House (INGH)	1000/-	500/-	—	150/-

Note: Extra GST for tariff above Rs. 1000.00 as applicable.