



भारतीय विज्ञान शिक्षा एवं अनुसंधान संस्थान कोलकाता
मोहनपुर-741 246
INDIAN INSTITUTE OF SCIENCE EDUCATION AND RESEARCH KOLKATA
Mohanpur – 741 246

Accommodation Requisition Form

Name & contact no. of indenter: _____

Name & contact No. of guest/s: _____

Date of arrival of the guest: _____

Nationality: Indian Foreigner (Specify the nation) _____

Purpose of stay: _____

No. of persons: _____

Category of guest: Cat. A Cat. B Cat. C (see overleaf)

Accommodation type: Visitors' Hostel Salt Lake (Liaison Office)

VIP M N Saha

Details of arrival/departure:

Arrival date	Arrival time	Departure date	Departure time

Mode of payment:

Institute Head	Departmental Head	Project (Project No.)	Personal Contribution
			Indenter <input type="checkbox"/> Guest <input type="checkbox"/>

I agree to the T&C mentioned overleaf (Signature of the Employee/Indenter)	Recommended _____ PI (for research students)	Approved _____ (Director/Dy. Director)
Name:	(HoDs/Deans/Registrar/FICs/AR, Est.)	
Empl Code & Designation:		
e-mail:		

For office use only:

Room No (if confirmed):	Not Confirmed : <input type="checkbox"/>

Accommodation Tariff

IISER Kolkata

Room Category	Room Tariff		Categories of Guests	
	Cat "A" (₹)	Cat "B" (₹)	Cat "A"	Payment Mode
Visitors' Hostel				
Suite (King size bed)	2000/-	3000/-	<ul style="list-style-type: none"> • Faculty, staff & students of IISER Kolkata • Family members of the above Recommending authority: FICs/AR Establishment/Pis for research students/DoSA in case of all other students	By the individuals before checking out or from salary/ fellowship or the person making the booking
Queen (Queen size bed) For Single Occupancy	750/-	1500/-		
Queen (Queen size bed) For Double Occupancy	1000/-	2000/-		
Twin (two single beds) For Single Occupancy	750/-	1500/-		
Twin (two single beds) For Double Occupancy	1200/-	2500/-		
Salt Lake (Liaison Off)				
Queen (Queen size bed) For Single Occupancy	750/-	1500/-	<ul style="list-style-type: none"> • Visiting academic guests from other institutes • Alumni of IISER Kolkata • Guests of the members of IISER Kolkata Recommending authority: HoDs/Deans/FICs/AR Establishment/Pis for research students/DoSA in case of all other students	By guests or host by self or from Pis project, Dept., Dean etc., as maybe the case
Queen (Queen size bed) For Double Occupancy	1000/-	2500/-		
VIP Accommodation				
Queen (Queen size bed) For Single Occupancy	750/-	1500/-	<ul style="list-style-type: none"> • Guests invited by the institute for statutory Committees, academic/administrative work (eg. BoG, Finance committee, JAC, viva etc.) • Guests invited by SAC for institute level students' activities Recommending authority: Registrar/ Deans/HODs	By Institute
Queen (Queen size bed) For Double Occupancy	1000/-	2500/-		

Note:

1. **Approving authority** for all categories is Director/Dy. Director/or an authorized person (by director). Hardcopy form must be submitted for every booking (in case of emergency bookings, one may submit on next working day).
2. Current IISER K students are not allowed to book Visitors' Hostel for their own stay, but may book for their family members with due approval from DoSA by submitting the form along with a valid student identity card. Students may book Salt Lake accommodation (at Liaison Office) by following the above procedure for their own stay and/ or for family members.
3. Booking of suite rooms in Visitors' Hostel requires approval from Director/Dy. Director
4. **Penalties for damage of Guest House property:** If the guests during their stay damage any content then the management, after examining the nature of damage, may impose penalty to the visitor or the host (who made the booking), for replacing the content or to settle the bill.
5. The rates include breakfast with tea/coffee and bottled water (1 per day).