



BUNDELKHAND INSTITUTE OF ENGINEERING & TECHNOLOGY

JHANSI

Application form for the booking of guest house

1. Name of Visitor(s).....
2. No. of person:- male/female() child below 10 year()
3. Address.....
.....
4. Contact No.....
5. Purpose of Visit (Please tick) (Official work of biet) (Personal) (Others(please specify)
(if personal then relation with faculty Member/ staff member.
.....
6. Arrival Date & time
7. Departure Date & time
8. Type of Accommodation : (i) A/C Room() (ii) A/C Suit() (iii) Dining Hall (iv) Lawn
9. Bill to settled by (Please tick) : (i) Visitor() (ii) Intender ()
Requisition forwarded by a faculty Member/ staff member of BIET Jhansi who would be responsible for setting/ resolving any unpaid bill/dispute.
I have read & agree for instructions given overleaf....

Contact Phone No's :	Signature:.....
Off :.....	Name :.....
Resi :.....	Designation :.....
Date :.....	Department :.....
.....	

For Office Use Only

1. Received on :..... Booking No. :.....
2. Room No(s) Allotted :
3. Remarks :
4. Allotted Date :

(Supervisor)

(O/C Guest house)

(Chairman Guest house)

Important Instructions

1. Institute guest i.e. vice-chancellor, member of selection committee, member of BOG, external examiner and government person (Deptt. Of technical education UP) are exempted to rent.
2. All the faculty member/officer/staff will pay the charges for their guest house as per rule for booking in guest house. A e-mail must be forwarded in advance 24 hrs prior to actual arrival of the guest with filled booking form available on institute website. following e-mail address - registrarbiet07@gmail.com , registrar@bietjhs.ac.in Cc: director@bietjhs.ac.in, mention the name and address of the guest in the e-mail.
3. If any student want booking for their guardian the application shall be forwarded by respective HOD's & warden and warden should forwarded in advance 24 hrs prior to actual arrival of the guest with filled booking form available on institute website. following e-mail address - registrarbiet07@gmail.com , registrar@bietjhs.ac.in Cc: director@bietjhs.ac.in, mention the name and address if the guest in the e-mail.
4. All the charges for booking guest house will be deposited in institute account: A/c- 1643008740 IFSC Code- CBIN0283295(Central Bank of India). And produce the fee receipt during occupancy.
5. Guest(s) will be required to submit a copy of the photo identity proof at the time of occupancy. (Aadhaar card/Pan card/Driving License)
6. Consuming alcohol is prohibited in the guest house. if it is found that visitor is consuming alcohol in the guest house, then the concern intender will be responsible and administrative action will taken against him. No further booking will be considered from such intender in future.
7. Institute guest is breakfast/lunch/dinner, are served by concern department.
8. Morning & evening tea available in room of guest house.
9. Booking shall be made on "first come first serve" basis.
10. The booking will stand automatically cancelled, if the accommodation is needed by the institute for emergent official purpose.
11. Non occupancy charges will be levied if booking is cancelled before 2 days or more from the proposed date of occupancy.
12. If any faculty member/ officer/staff book hall & lawn for any function. The damage related amount of any items of guest house will be forfeited from respective faculty/officer/employee after the decision of guest house committee. It is required to take care of neither write nor paint/paste any think on the wall of guest house.
13. New Faculty Members joining BIET may be allotted a room(without room service) on subsidized rent for a maximum period for 15 days Rs. 5000/-, otherwise charge if room per day Rs 600/- for less then 15 days stay.
14. An advance of Rs 5000 shall be deposit for lawn booking except booking made by faculty member/ officer/staff.

Particulars of Guest Room(s)

S.No.	Room No.	Type of room	Amount (Rs) Category -I	Amount(Rs) Category -II
1.	1-6	AC Room	600/-	1100/-
2.	A,B	AC Suite	1600/-	2200/-
3.	Dining Hall	-----	1000/-	3000/-
4.	Lawn	-----	4000/-	8000/-

Category-I :

- i. Faculty, staff of all BIET.
- ii. Retired Employees of BIET.
- iii. Visitors for Projects/Conferences/Short Term Courses.
- iv. BIET Alumni/student.

Category-II :

- i. All Others (Vendors, Exhibitors etc.) who are not covered in category-I