

HBTI GUEST HOUSE

Rules & Regulations and Important Informations for Use of HBTI Guest House

I. Booking Procedure & Confirmations:

1. For booking of room in the guest house, a written request on the prescribed form from a person belonging to HBTI must reach the office of guest house at least two days in advance. All requisitions must be submitted during the office hours (10.00 a.m. to 5.00 p.m.) only. NO REQUISITION WILL BE ENTERTAINED BEYOND OFFICE HOURS.
2. Requisitions for booking of VIP suites are required to be got approved by the Director prior to submitting the same in the Office of Guest House.
3. The bookings are done subject to availability, and are purely provisional.
4. Priority is given to Institute guests and visitors coming for academic activities.
5. Personal bookings can be made on the basis of availability. Such bookings will be provisions and will be confirmed only a day before the actual arrival.
6. Students may be allotted accommodation in Guest House for their parents/ guardians if the same is not available in Hostel Guest rooms. Students should get their requisition forms forwarded by their HOD/ Warden and DSW, as the case may be.
7. No telephonic/verbal requests for bookings will be entertained.
8. Bookings status can be checked with the Guest House Office within 24 hours of submission of the requisition.
9. The room is allotted on the condition, that, the allottee shall have no objection in sharing accommodation with another guest, if necessary.
10. The new faculty/employee joining this Institute, can avail a guest house facilities for the maximum of 15 days which can be extended to next 15 days on permission of the Director.
11. Guests coming for personal purposes can be allowed to stay in the entitled category up to 3 days only. Under special circumstances the period can be extended by permission of the Director.

II. Tariff Chart:

Category	Description	For Deluxe Room (Rs.)	For VIP Suite (Rs.)
A	Members of BOG and RDC	No Charge	No Charge
	Experts for Campus Interviews	No Charge	No Charge
B	Officers & Employees of State and Central Govt.	200	300
	Officers & Employees of HBTI	200	300
	Officers & Employees of other engineering institutions	200	300
C	Relatives/Guests of HBTI officers & employees Alumni & Others (to be approved by the Director, HBTI)	300	500
	Parents / Guardians of the students of HBTI and Retired HBTI Faculty/ Employees	For one person- 120	200
		For two person- 160	300

III. Check-in/ Check-out:

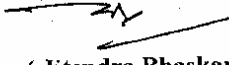
1. Check-in/check-out time : 24 hours (Round the clock)
2. Approval for the extended stay has to be obtained beforehand.
3. In order to keep bills ready and to minimize inconvenience at the time of check-out, the Office may be kept informed about the exact departure time well in advance.
4. The guest is requested to verify/certify the final bill and clear all the dues before departure.
5. All payments are to be made in cash in the Office of Guest House.

IV. Responsibilities of Indenter/ forwarding Official:

All the facilities in Guest House are to be provided for official purposes only. The indenters are advised not to book rooms for personal guests / unknown visitors in view of the resource crunch as well as security hazards. By filling up the requisition form for allotment of Guest House rooms, the indenter/ forwarding official/ visitor shall be treated to have accepted to abide by all the terms & conditions and take personal responsibility for the genuineness of the visitor, behavioral issues of the visitors and any damages caused by the visitor during the stay.

V. Guest Specific Information:

1. Meals can be ordered/booked on payment basis at the Dining Hall. (Breakfast by 9.00 pm, Lunch by 9:00 am, Dinner by 14:00 pm.)
2. Timing for
BREAKFAST : 8.30 AM to 9.30 AM
LUNCH : 1.30 PM to 2.30 PM
DINNER : 8.30 PM to 9.30 PM
3. No claims for any loss/damage or lapse of services will be entertained at any stage by the Institute, as the services are outsourced and managed by the private contractor.
4. Guests are advised to get the rooms cleaned in their presence only. If the guest has no objection for getting the room cleaned in his/ her absence, he/ she should deposit the keys at the reception.
5. Male guests are not allowed to visit the rooms occupied by female guests without prior permission from the concerned guest and vice-versa.
6. Consumption of Narcotics/Alcoholic drinks etc. is strictly prohibited in Guest House premises


(Jitendra Bhaskar)
Officer Incharge
Guest House

HARCOURT BUTLER TECHNOLOGICAL INSTITUTE, KANPUR
REQUISITION FORM FOR GUEST HOUSE ACCOMMODATION

1. Name & Address _____
(of Guest) (Block letters)
2. Status of visit : Official / Personal
3. Purpose of official visit : _____
4. Accompanied by : Adults _____ and _____ Children (below 18 yrs)
5. Arrival Date : _____ Time _____
6. Departure Date : _____ Time _____
7. Particulars of Guest House Accommodation required: Single / Double, Deluxe Room/ VIP suite
8. Payment to be made by: Applicant / Guest _____

INDENTER	Recommendation of HOD or WARDEN/DS
Signature _____	Signature _____
Name _____	Name _____
Designation / Roll No. _____	Date _____
Dept. / Hostel No. _____	
Tel. No. _____	

1. Booking are done on "First - come - First - serve" basis under normal course.
2. New forms, properly filled up must be submitted in case of any changes.
3. A separate form must be used for each visitor (except for block bookings).
4. Confirmed booking will be cancelled if the guest does not arrive on the mentioned date/time.
5. Tentative booking will be treated as cancelled if not confirmed a week before arrival.
6. For any other information contact Guest House office.

FOR OFFICE USE ONLY

To be treated under category _____

Ref. No. : _____ Date: _____