



SARDARVALLABHBHAINATIONALINSTITUTEOFTECHNOLOGY, SURAT

SARDARVALLABHBHAIPATEL BHAVAN (SVPB) GUESTHOUSE

REQUISITION FORM FOR ACCOMODATION

Date: / /2024

1.	Name of Visitor(s):			
2.	Address:			
3.	Contact No.:		4.	E-mail ID:

Details of Accommodation Required:						
Types of Room	Room Required (√)	No. of Room	No. of Guest	Check-in Date	Check-out Date	
Suite Room	<input type="checkbox"/>					
Deluxe Room	<input type="checkbox"/>					
Semi- Deluxe Room	<input type="checkbox"/>					
Standard Room	<input type="checkbox"/>					

6.	Category proposed (Refer Backside) (√):	A	<input type="checkbox"/>	B1	<input type="checkbox"/>	B2	<input type="checkbox"/>	C	<input type="checkbox"/>	D	<input type="checkbox"/>
----	---	---	--------------------------	----	--------------------------	----	--------------------------	---	--------------------------	---	--------------------------

7.	Purpose of Booking /Visit:										
----	----------------------------	--	--	--	--	--	--	--	--	--	--

Details of Person Making Booking:											
8.	Name :										
	Address :										
	Mobile Number :					Email ID:					

9.	Details of SVNIT faculty/staff for recommendation under category B1 or B2:										
	Name: _____ Dept.: _____ Sign: _____										

10.	Enclosed supporting documents for Category A? (√): Yes / No										
-----	---	--	--	--	--	--	--	--	--	--	--

11.	Payment will be done by: (a) Person who made Booking: <input type="checkbox"/>					(b) Guest stayed in Guest House: <input type="checkbox"/>					
-----	--	--	--	--	--	---	--	--	--	--	--

(Signature of person making booking)

FOR OFFICE USE ONLY

(Allowed/Not Allowed)	Comments:		
Signature			
	Reception	SVPB-GH Office	Chairman, SVPB-GH

FOR CATEGORY "A" ONLY

(Allowed/Not Allowed)	Comments:		
Signature			
	Director/Registrar SVNIT, Surat		

For category and tariff please refer page 2

DETAILS OF CATEGORY

CATEGORY	DESCRIPTION	APPROVING AUTHORITY
A	<ul style="list-style-type: none"> ➤ Members of BOG/FC/Senate and other Institute Guest. ➤ Ministry committees/Directors of NITs. ➤ Guest invited by the Institute for academic or administrative purpose including examiners/ selection committee members/ experts etc. ➤ Any other person approved by the Director/Dy. Director or Registrar as an Institute guest. 	Director/ Registrar
B1@	<ul style="list-style-type: none"> ➤ Experts/speakers/participants of seminars/STTP/conference/ workshops etc. ➤ Faculty/guests invited for research projects, joint research, consultancy etc. ➤ Company personnel coming for placement of SVNIT students. 	Chairman, SVPB-GH
B2	<ul style="list-style-type: none"> ➤ SVNIT existing and retired faculty/staff or self or their family or relatives for non-official use. ➤ SVNIT students for self or for parents. (Through Dean SW, Asso. Dean SW or Chief Warden) ➤ Alumni of SVNIT. (Through Dean ARG) 	Chairman, SVPB-GH
C	<ul style="list-style-type: none"> ➤ Government officers of other academic institutes/ colleges/ universities/organizations on official duty (not related to SVNIT). ➤ Guest/personnel from industry/institutes/colleges/ universities/organizations signed MOU with SVNIT/SVPBGH-SVNIT. 	Chairman, SVPB-GH
D	<ul style="list-style-type: none"> ➤ Guest not covered under category A to C & recommended by SVNIT Faculty/staff. 	Chairman, SVPB-GH

DETAILS OF TARIFF

Types of Room	CATEGORY				
	A	B1@	B2	C	D
Suite room	NIL	2,250/-	2,250/-	3,375/-	4,500/-
Deluxe room (AC)	NIL	1,000/-	1,000/-	1,500/-	2,000/-
Semi-deluxe room (AC)	NIL	750/-	750/-	1,125/-	1,500/-
Standard room (Non-AC)	NIL	500/-	500/-	750/-	1,000/-

GST extra as per Gov. norms

@Approval for program/visit from appropriate authority is required

BANK DETAIL FOR PAYMENT

1.	Account Name	Director SVNIT SVP Guest House
2.	Bank Name	State Bank of India
3.	Branch with full address	SVNIT Campus, Ichchhanath, Surat-7
4.	Account type	Current A/C
5.	Account Number	40058771207
6.	IFSC code	SBIN0003320