



SARDARVALLABHBHAINATIONALINSTITUTEOFTECHNOLOGY, SURAT
SARDARVALLABHBHAIPATEL BHAVAN (SVPB) GUESTHOUSE



REQUISITION FORM

Date: / / .

1. Name of Visitor(s): _____

2. Address: _____

3. ContactNo.: _____ 4. Email Address: _____

5. Expected Arrival:

DD	MM	YY

Time	AM/PM

 6. Expected Departure:

DD	MM	YY

Time	AM/PM

For Accommodation

7. Type of accommodation required (√): Suit room Deluxe room Semi-deluxe room Standard room

8. Category proposed(√): A B1 B2 C D 9. Total no. of room(s)required: _____ 10. No. of person(s): _____
 (Refer backside)

11. Purpose of Booking/Visit: _____

For Amenities

12. Type of amenities if required(√): Small Conference Hall Big Conference Hall Multi Purpose Hall Big DiningHall Open Lawn Parking Lawn

13. Category proposed for amenities (√): A B1 B2 C D

14. Details of Person Making the Booking:

For SVNIT a. Name: _____ b. Employee Code: _____ c. Designation: _____ d. Mobile No. _____	For Others a. Name: _____ b. Address: _____ c. Mobile No: _____
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15. ForCategoryA, enclose supporting documents(√): Yes/No

16. Details of SVNIT faculty/staff for recommendation under category B1 or B2:

Name: _____ Dept.: _____ Sign: _____

16. Payment will be done by : (a) Person who made Booking (b)Guest stayed in Guest House

(Signature of person making booking)

Comment:

For office use only
(May be Allowed/Not Allowed)

Reception

SVPB-GH Office

Chairman SVPB-GH

FOR CATEGORY "A" ONLY

Comment:

(May be Allowed/Not Allowed)

Director/Registrar

• Details Of Service Type/Category

TYPE/ CATEGORY	DESCRIPTION	APPROVING AUTHORITY
A	<ul style="list-style-type: none"> ➤ Members of BOG/FC/Senate and other Institute Guest. ➤ Ministry committees/Director's 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, SVPBH
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, SVPBH
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, SVPBH
D	➤ Guest not covered under category A to C & recommended by SVNIT Faculty/staff.	Chairman, SVPBH

• Details Of Room Tariff:

Type 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/-
@Approval for program/visit from appropriate authority is required					
Note: GST extra as per gov. norms					

• Details Of Amenities/Tariff:

Type Category	A	B1@	B2	C	D	
Big Conference Hall - 1# (300 Person)	NIL	NIL	9,000/-	12,000/-	15,000/-	
Small Conference Hall - 2 & 3 (20-50 Person)	NIL	NIL	4,000/-	6,000/-	7,000/-	
Big Dining Hall * (200 Person)	(One time) (Lunch/Dinner)	NIL	NIL	4,000/-	5,000/-	6,000/-
	(Two time) (Lunch& Dinner)	NIL	NIL	5,000/-	8,000/-	10,000/-
Small Dining Hall* (100 Person)	(One time) (Lunch/Dinner)	NIL	NIL	2,000/-	3,000/-	5,000/-
	(Two time) (Lunch& Dinner)	NIL	NIL	3,000/-	5,000/-	7,000/-
Open Lawn#	NIL	NIL	3,000/-	4,000/-	5,000/-	
Open Parking Lawn#	NIL	NIL	15,000/-	18,000/-	20,000/-	
*SMC commercial garbage charge Rs. 1,800 (as actual) extra. #Electricity charge is extra except category A and B1 (as actual). @Approval for program/visit from appropriate authority is required.						
Note: (1) For use of amenities under category-A and B1, approval from Director/Registrar is required. (2) GST extra as per govt. norms.						