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| iitg_sml | **Indian Institute of Technology Guwahati**  **Guwahati Assam 781039**  **Guest House Accommodation Booking for IITG Alumni** |  |
| **Form no: IITG/AER/10** |

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| **Name of the Alumnus/ Alumna:**  **Current Affiliation/ Designation:** | **Full Address:**  **Pin code:**  **Telephone:**  **Email ID:** | | | | | |
| **Roll Number:**  **Programme/Deptt.:**  **Year of Graduation:** | **Gender: MALE / FEMALE**  **Passport Number:**  **Date of Issue: Date of Expire:** | | | | | |
| ***Purpose of Visit***  *(Attach official letter of invitation / email, if applicable)* |  | | | | | |
| **Date & Time of Arrival:**  **Date & Time of Departure:** | **Number of Rooms required:**  *(Please note that all rooms*  *are double bedded)* | | | | | |
| **Source of payment:**   1. Department/ Centre/ Section/ Alcheringa/Techniche/Clubs/Gymkhana/Projects etc. 2. Project: Please mention Project No. \_\_\_\_\_\_\_\_\_\_ 3. Self-payment (By Alumnus/Alumna) | **Please (√) the appropriate box(es) :** | | | | | |
| **Lodging** | | | **Boarding**  *(Food & Beverages)* | | |
| **1** | **2** | **3** | **1** | **2** | **3** |
| **Project No./Account Head (in case of 1 and 2) \***  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | |
| Forwarded/Rejected  **Recommendation from AER (HoS/DoAER/ADoAER)** | **Signature of Alumna/Alumnus/Host from IITG with date**  Name of the Host:  Deptt./Centre: Designation:  Email ID: Phone: | | | | | |
| **Please Note:**   1. *Please sign and send the scan/PDF copy of this form (If you wish to book directly) along with your ID card/ Alumni card and passport copy (If NRI) at alumnioff@iitg.ac.in at least 10 (ten) days before your arrival.* 2. *If this form is fill in by host from IITG, they can submit it in advance to the office of AER along with the documents mentioned above.* 3. *Requests will be considered subject to availability of rooms.* 4. *Requests to reserve rooms for persons other than IITG ALUMNI will not be entertained.* 5. *Room rate charged for alumni is under* ***Semi-official category (Rs. 900/- for single occupancy and Rs. 1100/- for double occupancy per night****. Please note that this rate may change time to time.* 6. *For confirmation of booking, contact at guesthouse@iitg.ac.in or +913612582054.* | | | | | | |
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**For the use of Establishment Section**

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| Room (s) allotted | Rooms No(s)…………………………………………………… |
| Period | From:……………………………………. To……………………………………… |
| Category recommended |  |

Office Note:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Approval of Competent authority Date: