

**INDIAN ASSOCIATION FOR THE CULTIVATION OF SCIENCE  
JADAVPUR, KOLKATA-700 032**

**GUEST HOUSE BOOKING FORM**

Name of the visitor(s):

Designation:

Organization:

Phone No: Office

Residence

E-mail:

Purpose of visit:

Type of accommodation: (please tick)

Booking Date(s)

From

To

Time of Arrival

Time of Departure

Single occupancy

Double occupancy

Suite (Asutosh  
Mookerjee Guest  
House)

Payment of the total charge towards room booking to be made from

Project fund

Institute fund

Self-funding

Requisition made by

Requisition Date

Name:

Designation:

Department:

Organization:

Contact Phone:

Note:

1. Room rent(Single occupancy):Rs.1000/day(IACS guest); Rs.2000/day(Govt. organization); Rs.3000/day(Private organization); Suite rent(Single occupancy):Rs. 2000/day(IACS guest); Rs.2500/day (Govt. organization)Rs.3500/day(Private organization);Rs.500 extra will be charged for double occupancy in all cases. Service tax, as applicable, would be levied on rents.
2. Please inform Mr.Sandip Mukherjee (8420056774) and/or Mr. Rakesk Balmiki (8420104198) and/or Soumik Mitra (8420056773), if there is any change in the booking dates(s), time of arrival and/or departure.
3. Check-In Time: 2.00 PM; Check Out Time: 12.00 PM.
4. Breakfast included in Room Rent, 2 water bottles will be provided free of charge.
5. Food is available at the Guest House.

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FOR OFFICE USE ONLY

ROOM NO(s)

TOTAL RENT(Rs.)

Payment Details

Room Rent per day

Total rent

Advance

Balance