

**S.N. BOSE NATIONAL CENTRE FOR BASIC SCIENCES**  
BLOCK JD, SECTOR III, SALT LAKE, KOLKATA – 700098

**Guest House Room Booking Form**  
For Faculty / PDF / Administrative Staff / Students

**Name of Applicant** \_\_\_\_\_

**Designation** [please tick]: Faculty / PDF / Administrative Staff / Students

**Name of Guest(s)** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Period of Stay** \_\_\_\_\_ **Days**

**Check-in Date** \_\_\_\_\_ **Check-out Date** \_\_\_\_\_

**Number of Rooms Required:**

**Suit** \_\_\_\_\_ **Double Room** \_\_\_\_\_ **Single Room** \_\_\_\_\_

**Category** [please tick]: (please check the current rates)

- Guest of the Centre and Guests from/of DST on official work   
Guests of staff and students of the Centre   
Guests from Central/State Govt. offices other than DST   
Private Guests (including PSU)

**Payment will made by** [please tick]: Guest \_\_\_\_\_ Applicant \_\_\_\_\_

**Signature of the Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

In case of Students:

**Forwarded By** [HOD/DEAN AP] \_\_\_\_\_ **Date** \_\_\_\_\_

\* To check availability of rooms and current rates call Extn. 445 / 456

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**For Office Use**

Confirmation email sent on:

Allotted:

Total Room Charge:

Payment needed before Check In

Y	N
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Signature of the Guest House In Charge \_\_\_\_\_