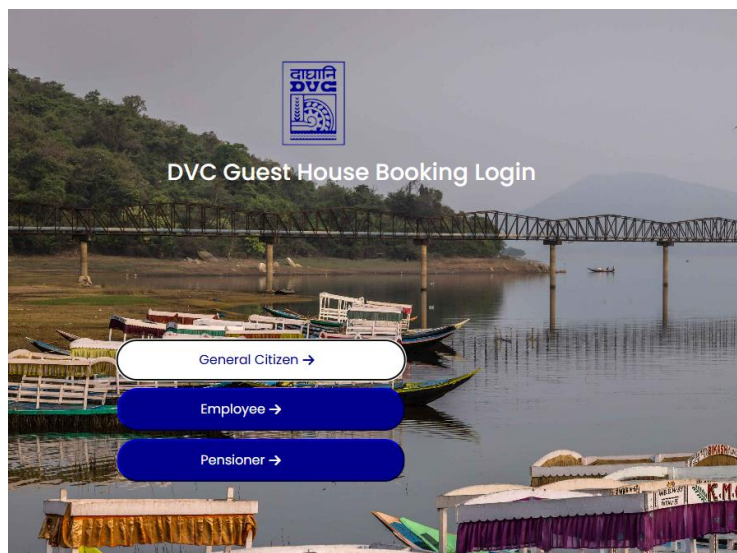
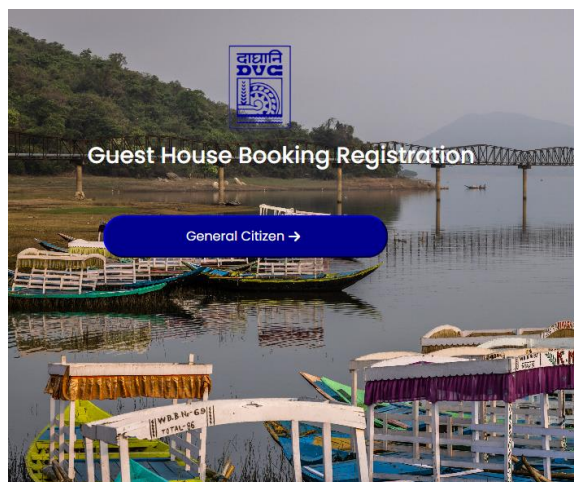


DVC Guest House User Manual

1. General Citizen can visit Online Guest House/Holiday Home booking application at the URL <https://www.dvc.gov.in/guesthouse/Userlogin> . Also, User can find link on DVC Website--> Quick links -->DVC Guest house Booking.
2. Users will click on **New User? Register** for registration. User will prompt to Registration page.

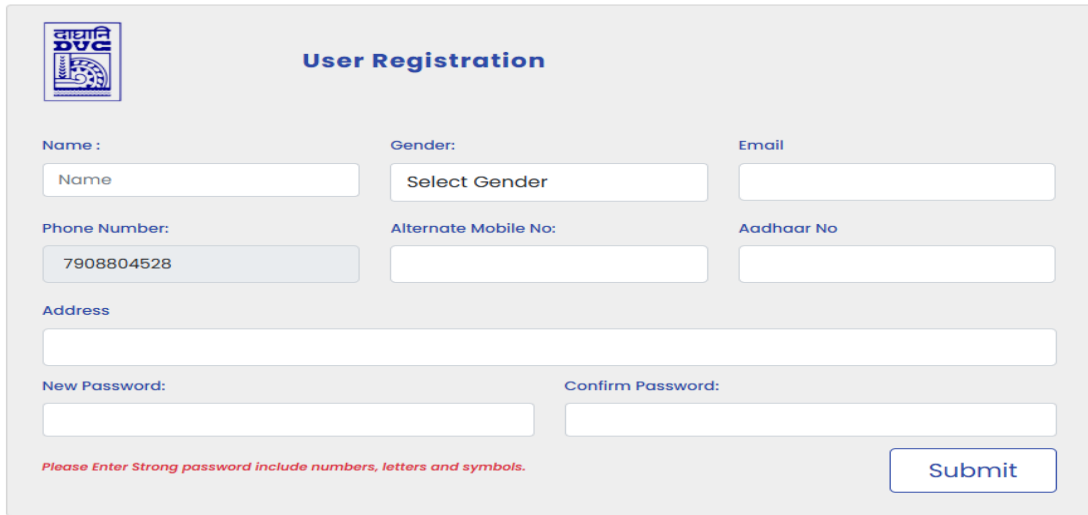


For registration, the user will enter their mobile number and click on the "Get OTP" button. They will then be prompted to enter the 4-digit OTP received on their registered mobile number.



3. After successfully verifying the OTP, the user will be redirected to the registration details page. The user will then fill in all the required details, such as name, email, Aadhar number, and a new password. After completing the form, they will click the "Submit" button to complete the registration process successfully.

4.



दाधानि DVC

User Registration

Name : Gender: Email:

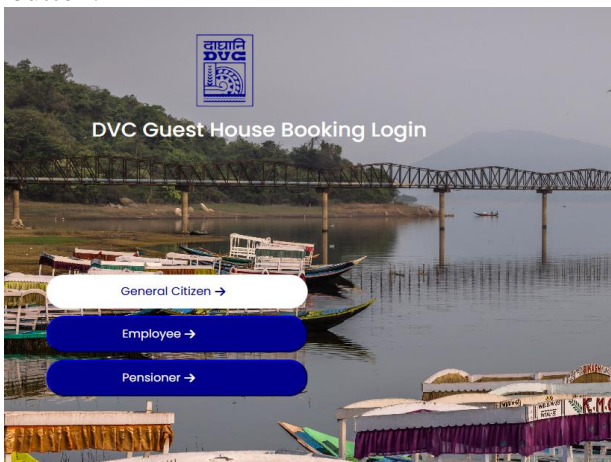
Phone Number: Alternate Mobile No: Aadhaar No:

Address:

New Password: Confirm Password:

Please Enter Strong password include numbers, letters and symbols.

ully registration, user can login with registered mobile number, password, captcha and click on login button.



दाधानि DVC

General Citizen Login

Enter Mobile No :

Password:

Captcha:

[Forgot Password](#)

[New User? Register](#)
[User Manual](#)

For any issue please email support-guesthouse@dvc.gov.in

5. After that user will enter 4-digit OTP received on registered mobile number.



दाधानि DVC

Verify OTP

Enter OTP :

6. After OTP verification User will redirect to the Dashboard.

Upcoming Booking **New Booking** Booking History Cancellation History

New Booking

Please enter the details of your booking

Location Choose	Guest House Name Choose
Purpose Of Visit Choose	Category Choose
Check In Date dd-mm-yyyy	Check Out Date dd-mm-yyyy

* Booking Acknowledgement slip and xerox copy of ID proof must be produced at the time of check in.

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7. In the above image there is 4 tab, from this tab user will be able to see these tabs:-

Upcoming booking
New booking
Booking history
Cancellation History

8. For new Booking, click on 'New Booking' tab, where users will have to fill few information for the booking like **Location, Guest house Name, Purpose of visit, Category along with check-in and check-out date.**

Upcoming Booking **New Booking** Booking History Cancellation History

New Booking

Please enter the details of your booking

Location Maithon Choose Maithon	Guest House Name Choose
Check In Date dd-mm-yyyy	Category Choose
Check Out Date dd-mm-yyyy	

* Booking Acknowledgement slip and xerox copy of ID proof must be produced at the time of check in.

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9. On clicking 'Check Availability' button, users will be redirected to the Availability chart in pop-up screen, where users can view the number of rooms available.

New Booking 2BD:- Double Bedded AC Room Available 3BD:- Tripple Bedded AC Room Available

January 2025 today < >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
				2BD: 4	2BD: 4	2BD: 4
2	3	4	5	6	7	8
2BD: 4	2BD: 4	2BD: 4	2BD: 4	2BD: 4	2BD: 4	2BD: 4

[Close](#)

ck-in date and check-out date based on the availability of the rooms and then click on the 'Show available rooms' button.

Upcoming Booking **New Booking** Booking History Cancellation History

New Booking

Please enter the details of your booking

Location Maithon	Guest House Name Majumder Niwas
Purpose Of Visit Personal	Category For Outsider

[Check Availability](#)

Check In Date 01-03-2025	Check Out Date 02-03-2025
-----------------------------	------------------------------

[Show available rooms](#)

*** Booking Acknowledgement slip and xerox copy of ID proof must be produced at the time of check in.**

[Back](#)

Available Rooms:

Rooms Available for selected location Maithon between selected dates 01-03-2025 To 02-03-2025

1. Double Bedded AC Room

Room 101 (Ground Floor)	Room 102 (Ground Floor)	Room 103 (Ground Floor)	Room 104 (Ground Floor)	Room 105 (Ground Floor)	Room 106 (Ground Floor)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room 107 (Ground Floor)	Room 108 (Ground Floor)	Room 109 (Ground Floor)	Room 110 (Ground Floor)	Room 111 (Ground Floor)	Room 112 (Ground Floor)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Room 203 (1st Floor)	Room 204 (1st Floor)	Room 205 (1st Floor)			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

- Rooms Available
- Rooms Not Available

[Select Rooms](#)

11. After selecting the rooms, users will be prompted to enter the guest details.

Upcoming Booking	New Booking	Booking History	Cancellation History
----------------------------------	------------------------------------	---------------------------------	--------------------------------------

[Back](#)

Available Rooms:

Rooms Available for selected location Maithon between selected dates 30-01-2025 To 31-01-2025

1. Double Bedded AC Room

Room 112 (Ground Floor)	Room 203 (1st Floor)	Room 204 (1st Floor)	Room 205 (1st Floor)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Rooms Available
- Rooms Not Available

[Select Rooms](#)

12. After clicking select rooms, user will be required to provide the details of the guests as follows :-

Back

Booking Information

Building Name	Room Type	Cost Per day	Contact No. (WhatsApp)	Room Name	Booking from Date	Booking to Date	Total Amount
Majumder Niwas	Double Bedded AC Room	Rs. 1200 GST: 12%	8637275993	Room 112 (Ground Floor)	30-01-2025 (12 PM)	31-01-2025 (11 AM)	1344

Total Amount : 1344

For Outsider

Select	Name	Gender	Age	Aadhar No (Last four digit)	Marital Status	Room
<input type="checkbox"/>	<input type="text"/>	Select	dd-mm-yyyy <input type="text"/>	<input type="text"/>	Select	Please select room
<input type="checkbox"/>	<input type="text"/>	Select	dd-mm-yyyy <input type="text"/>	<input type="text"/>	Select	Please select room

Extra Occupant

Select	Name	Gender	Age	Aadhar No (Last four digit)	Marital Status	Room
<input type="checkbox"/>	<input type="text"/>	Select	dd-mm-yyyy <input type="text"/>	<input type="text"/>	Select	Please select room

Book Now

13. Here showing how to fill all the field.

Back

Booking Information

Building Name	Room Type	Cost Per day	Contact No. (WhatsApp)	Room Name	Booking from Date	Booking to Date	Total Amount
Majumder Niwas	Double Bedded AC Room	Rs. 1200 GST: 12%	8637275993	Room 203 (1st Floor)	31-01-2025 (12 PM)	01-02-2025 (11 AM)	1344

Total Amount : 1344

For Outsider

Select	Name	Gender	Age	Aadhar No (Last four digit)	Marital Status	Room
<input checked="" type="checkbox"/>	Sita	Male	11-12-2005 <input type="text"/>	7854	Unmarried	Room 203 (1st Floor)(2BD)
<input checked="" type="checkbox"/>	Gita	Female	10-12-2001 <input type="text"/>	5770	Married	Room 203 (1st Floor)(2BD)

Extra Occupant

Select	Name	Gender	Age	Aadhar No (Last four digit)	Marital Status	Room
<input checked="" type="checkbox"/>	Rani	Select	10-11-1999 <input type="text"/>	3333	Married	Room 203 (1st Floor)(2BD)

Book Now

14. After filling the guest details, **click on 'Book now'** button.

15. User will then be able to view the **booking summary** and they will have to confirm and pay for the booking.

Booking Summary

Travel Period

Check In: 2025-01-31 Check In Time : 12:00 PM

Check Out: 2025-02-01 Check Out Time : 11:00 AM

Your Selection

Total No. of Room : 1

Total No. of Guest: 3

Total No. of Days and Nights : 1

[Back to New Booking](#)

Guest Details

SL no.	Name	Age	Gender	Marital Status	Aadhar No. (Last 4 Digit)	Room No
1	Sita	19	Male	Unmarried	7854	Room 203 (1st Floor)
2	Gita	23	Female	Married	5770	Room 203 (1st Floor)
3	Rani	25	Male	Married	3333	Room 203 (1st Floor)

Amount Details

Sno	Location	Name of Guest House	Room Type	Room Name	Rate Per Room	Rate for Extra Occupant	Total No. of Days	Total Basic	GST@12%
1	Maithon	Majumder Niwas	Double Bedded AC Room	Room 203 (1st Floor)	Rs. 1200	250	1	Rs. 1450	174

Total Amount : 1624

[Confirm & Pay](#)

16. Users will be redirected to the 'Payment Gateway' Page, and they have to do payment for confirmation.



oint of Sale (POS) devices] within India. For card not present (Domestic and International) transactions Card holder has to enable the card for such transaction by using Bank/Card application or contact

Payment Details

- Debit/Credit Card
- Internet Banking
- BHIM UPI
- NEFT
- SBI Branch Payment
- POS
- PayPal

Popular Banks

All Banks

SBIePay Test Bank

Use your GSTIN for claiming input tax (Optional)

[Pay Now](#) [Cancel](#)

Order Summary

Order No.: UYNUEXY5XZ

Merchant Name: sbiepayinfotech

Amount: 1624.00

Processing fee: 0.00 INR

GST: 0.00 INR

Total: 1624.00 INR

APM ID: PG_TRANS_396

You can check the transaction status using the following link - [Click Here](#)



17. After completing the 'payment successfully', Users can view their booking information in 'Booking History' tab and From Acknowledgement button user will see their details with amount, name etc.

Name: Soumya Das Login: 30/01/2025 10:49: am

Upcoming Booking New Booking **Booking History** Cancellation History

Show 10 Entries Search:

S.no.	Booking ID	From Date	To Date	Booking Date	Status	Reason	ACKNOWLEDGMENT	Invoice
1	DVC72156974	31/01/2025	01/02/2025	30/01/2025	Accept		Acknowledgement	---

Showing 1 to 1 of 1 entries Previous Next

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DAMODAR VALLEY CORPORATION

GUEST HOUSE BOOKING

CIT Rd, CIT Scheme VII M, Block II, Ultadanga, Kolkata, West Bengal 700054

Contact : 033-6607-2800 email id: support-guesthouse@dvc.gov.in

BOOKING ACKNOWLEDGMENT

Booking ID	dvc72156974	Contact No		Booking Date	30-01-2025				
Booked by	Soumya Das	Email Id		Booking Source	Outsider				
Nationality	Indian	Total No of Adults	3	Total No of Childs	0				
Check In Date	31-01-2025 (12 PM)	Check Out Date	01-02-2025 (11 AM)	Booking Id	dvc72156974				
Property name	Majumder Niwas	Category	For Outsider						
Address	Maithon	Email Id	support-guesthouse@dvc.gov.in						
City/District	Maithon	State	WEST BENGAL						
Pin Code	828207	Contact No							
Check In Date	31-01-2025 (12 PM)	Check Out Date	01-02-2025 (11 AM)						
Sl no.	Room Type	Room No	From Date	To Date	Status	Rate	Basic Account	GST	Total Amount
1	Double Bedded AC Room	Room 203 (1st Floor)	31-01-2025	01-02-2025	Active	1200	1200 + 250	174	1624
	Grand Total								1624
Total Invoice Value (in words)		One thousand six hundred and twenty four Rupees							
Payment Information	Mode	Processed By	Transaction Id		Date & Time		Total Amount		
	NB	SBI epay	4411255071312		30-01-2025		1624		

Terms & Conditions

* Booking Acknowledgement slip and xerox copy of ID proof must be produced at the time of check in.

1.Photo identity card(duly attested by the employee/ex-employee must be produced at the time of check-in.

2.If a room reservation from DVC is cancelled.Only the room rent for the cancelled room shall be covered by this.DVC will be responsible for reimbursing the cost of the room rental exclusively.Only expenses related to room rent will be considered admissible.

3.Booking : 100% Advance at the time of booking.

Cancellation Charge :

1) 25% of advance will be forfeited if cancellation is made clear 30 days from the date of Reservation.

2) 75% of advance will be forfeited if cancellation is made less than 30 days from the date of Reservation.



DAMODAR VALLEY CORPORATION GUEST HOUSE BOOKING

CIT Rd, CIT Scheme VII M, Block II, Ultadanga, Kolkata, West Bengal 700054

Contact : 033-6607-2800

email id: support-guesthouse@dvc.gov.in

BOOKING ACKNOWLEDGMENT

Guest Details

SL no.	Name	Age	Gender	Marital Status	Room No	Aadhar No. (Last 4 Digit)
1	Ram	20	Male	Married	Room 203 (1st Floor)	2345
2	Rahul	19	Male	Married	Room 203 (1st Floor)	2345
3	Raja	23	Male	Married	Room 203 (1st Floor)	5770

18. User can also view the 'acknowledgement' and invoice of the booking in the 'Booking history' tab. Invoice will be displayed from the date of booking.



DAMODAR VALLY CORPORATION GUEST HOUSE BOOKING

CIT Rd, CIT Scheme VII M, Block II, Ultadanga, Kolkata, West Bengal 700054

Contact: 033-6607-2800

Email-id: support-guesthouse@dvc.gov.in

Tax Invoice

GSTIN: 19AABCD0541M1ZO

Transaction ID : 7493978672712

Date: 30-01-2025

Booking Summary

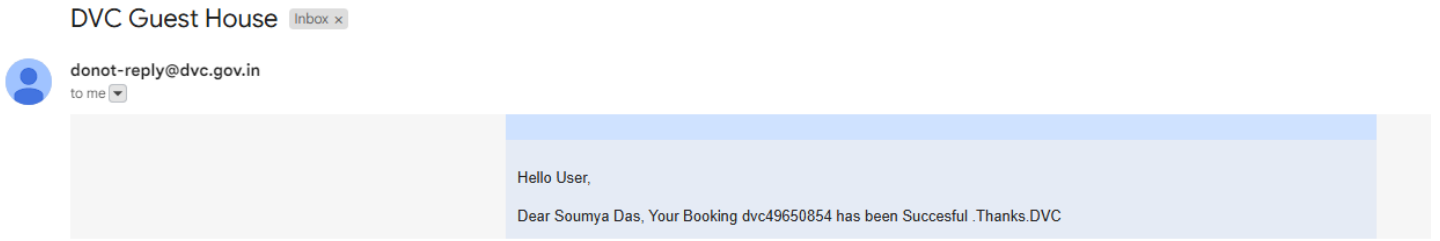
Booking ID	dvc26205412	Contact No	7082684962	Booking Date	30-01-2025
Booked by	Employee 3	Email Id	employee3@gmail.com	Booking Source	Employee (EMP355)

Property name	Majumder Niwas	Category	For Self
Address	Maithon	Pin Code	828207
City/District	Maithon	State	WEST BENGAL
Contact No	9430312574	Email Id	support-guesthouse@dvc.gov.in
Check In Date	30-01-2025	Check Out Date	31-01-2025

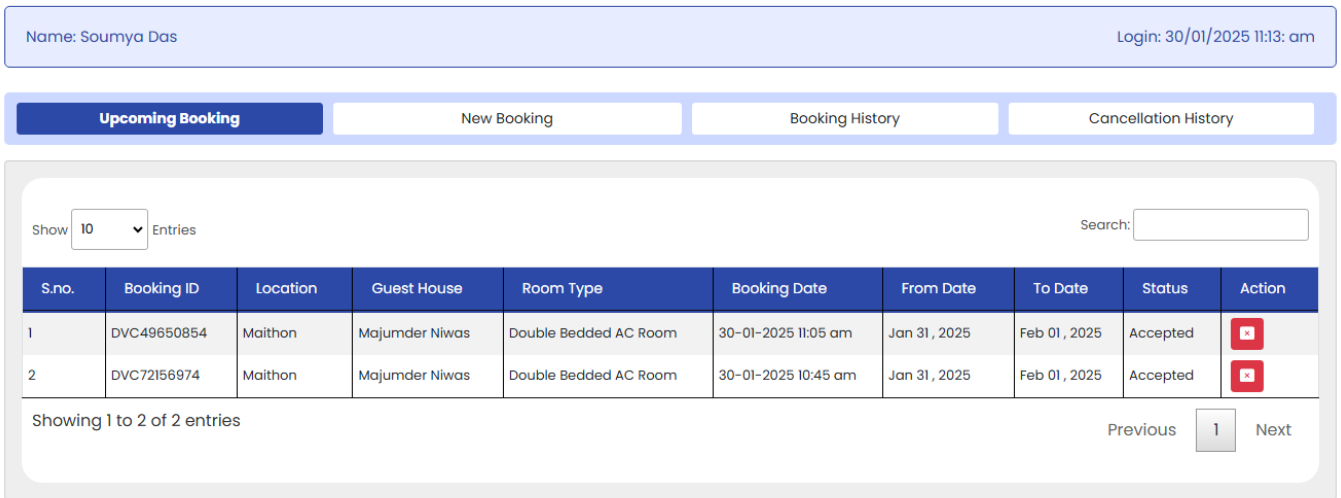
Total No of Adults	1	Total No of Childs	0
Check In Date	30-01-2025	Check Out Date	31-01-2025

Si no.	Room Type	Room No	From Date	To Date	Status	Rate	Basic Account	GST	Total Amount	
1	Double Bedded AC Room	Room 204 (1st Floor)	30-01-2025	31-01-2025	Active	400	400	48	448	
	Grand Total								448	
Total Invoice Value (in words)		Four hundred and forty eight Rupees								

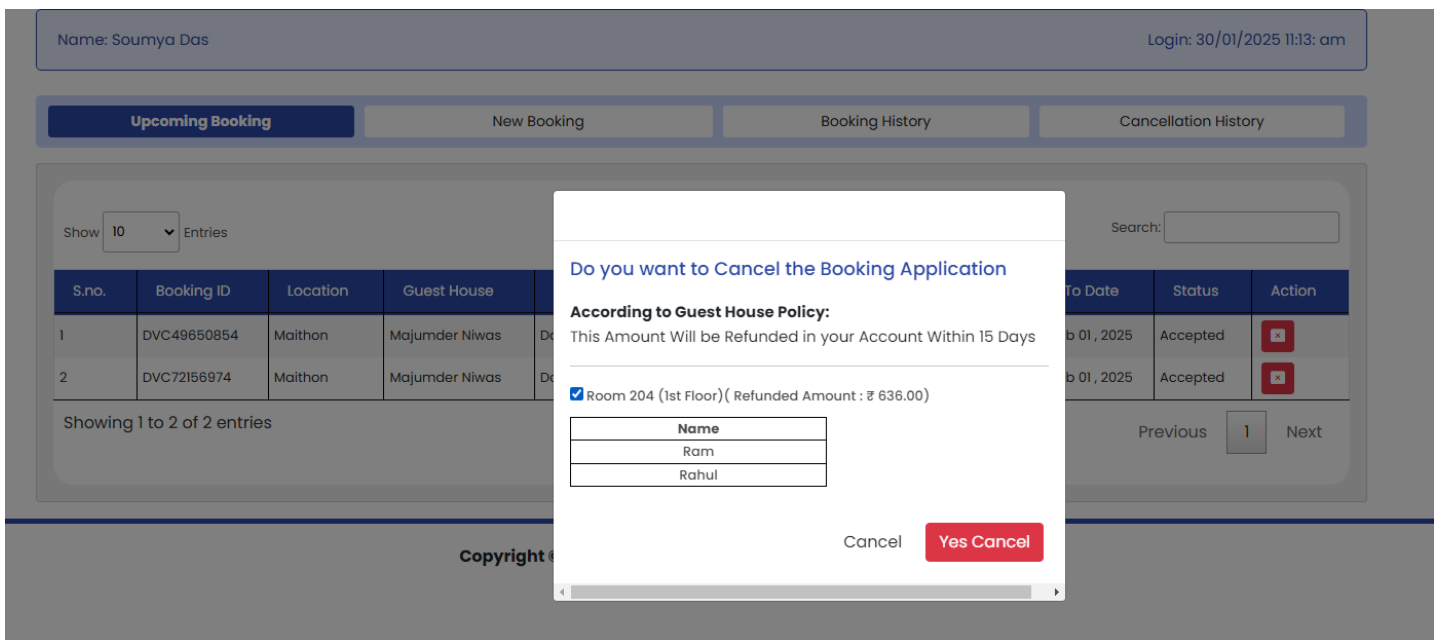
19. On Successful booking ,User will receive a mail of booking with booking id.



20. Users can also cancel the booking in the ‘Upcoming Booking’ tab. When users click on ‘Upcoming booking’, List of all current booking details will show. When Users will click on red marked action then Cancellation pop-up will appear which shows room no. with guest list, User will choose the room and click on ‘Yes Cancel’.



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21. After when user cancel room then status of the room will update in Acknowledgement page as cancelled. The amount against cancelled room will be updated as 0 (e.g. Room 204 is cancelled by user).

Name: Soumya Das

Login: 30/01/2025 11:21: am

Upcoming Booking

New Booking

Booking History

Cancellation History

Show 10 Entries

Search:

Location	Booking ID	Cancellation ID	Cancellation Type	Guest House	Room Type	Booking Amount	Refund Amount	Payment Status	Invoice
Maithon	dvc49650854	CNCL17382162031022	User	Majumder Niwas	Double Bedded AC Room	₹ 1344	₹ 636.00	Pending	Invoice

Showing 1 to 1 of 1 entries

Previous Next

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User can also view the invoice of the cancelled booking in the 'Cancellation History' tab.



DAMODAR VALLEY CORPORATION GUEST HOUSE BOOKING

CIT Rd, CIT Scheme VII M, Block II, Ultadanga, Kolkata, West Bengal 700054

Contact: 033-6607-2800

Email-Id: support-guesthouse@dvc.gov.in

Tax Invoice

GSTIN: 19AABCD0541M1ZO

Transaction ID : 1957058387412

Date: 30-01-2025

Cancellation Summary

Cancellation ID	CNCL17382162081022	Contact No	<input type="text"/>	Cancel Date	30-01-2025
Booked by	Soumya Das	Email Id	dvc.developer@gmail.com	Booking Source	Outsider

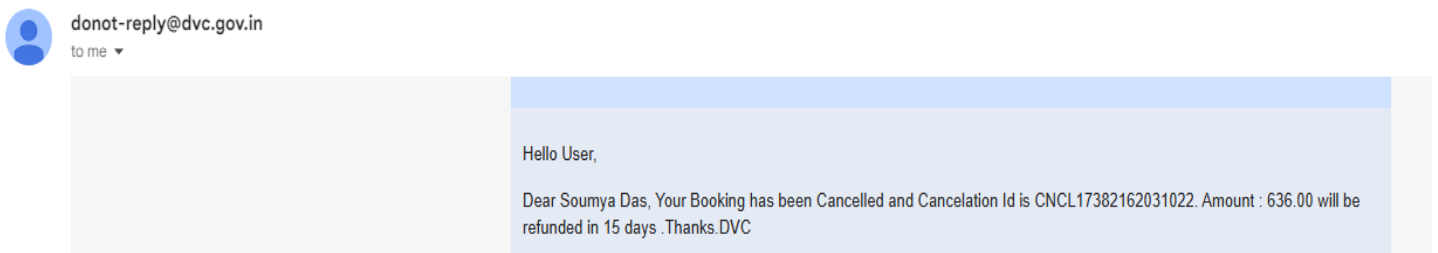
Property name	Majumder Niwas			Booking Id	Dvc49650854
Address	Maithon				
City/District	Maithon	State	WEST BENGAL		
Pin Code	828207	Contact No		Email Id	support-guesthouse@dvc.gov.in
Check In Date	31-01-2025	Check Out Date	01-02-2025		

Si no.	Room Type	No Of Rooms	Room No	From Date	To Date	Booking Amount	Refund Amount	Cancellation Charge	GST 18%	Total Amount
1	Double Bedded AC Room	1	Room 204 (1st Floor)	31-01-2025	01-02-2025	1344	636.00	600	108	708
	Grand Total					1344	636	600	108	708

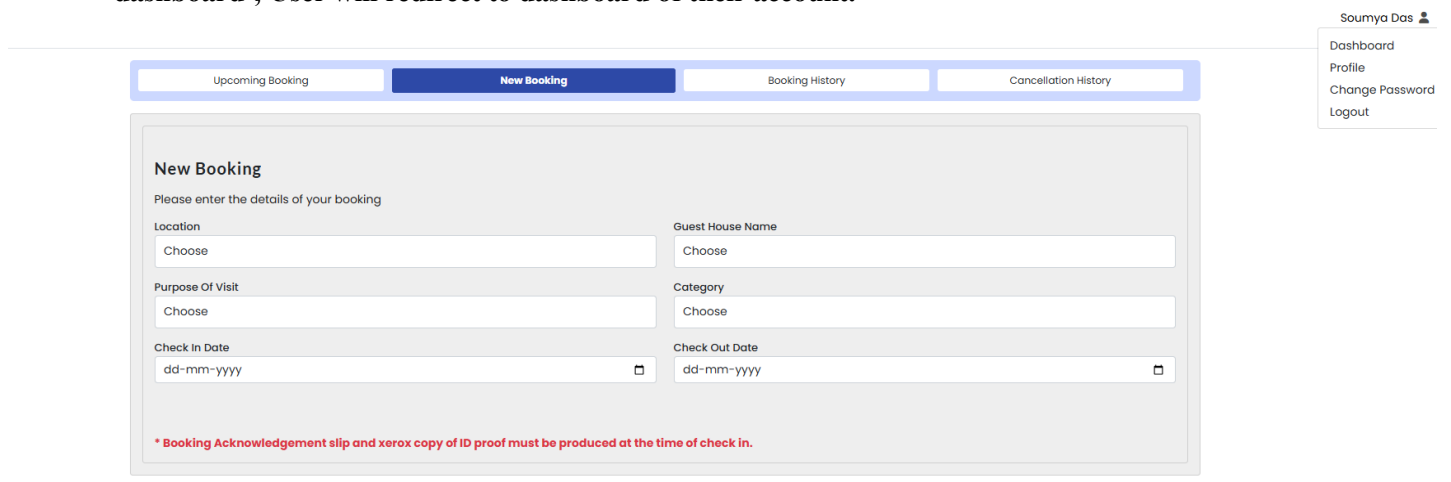
Total Invoice Value (in words)

Seven hundred and eight Rupees

22. On Successfully cancellation, User will receive a mail for cancellation with refund amount.



23. User can also Update their profile, change password by clicking on user icon in header section. On click on 'dashboard', User will redirect to dashboard of their account.



24. User can update their profile by click on 'Profile' in user icon in header section.

User Detail

[Back](#)

Name	Gender:	Email Address
<input type="text" value="Soumya Das"/>	<input type="text" value="Male"/>	<input type="text" value="dvc.developer@gmail.com"/>

Mobile Number

Date Of Birth

Alternate Mobile Number


Address

Profile Picture

File should be jpg, jpeg, png and minimum height-width 200 and maximum height-width 1000

[Update Profile](#)

25. If User forgot his password, then user click on the change password button, it will redirect to the forgot password reset page where user will provide their registered mobile number to receive OTP.




Forgot Password

Please Enter The Employee Id/PPO No. /Registered Mobile No.

[Request for OTP](#)

[Back to Login Page](#)

26. User can change the password by click on 'Change Password' in user icon in header section.



Reset Your Password

Enter OTP

Enter New Password

Confirm New Password

[Reset Password](#)

[Back to Login Page](#)

27. For any issue, please email on : support-guesthouse@dvc.gov.in

THANK YOU