

## Guest House Accommodation Charges (per day per person)

Effective from 1<sup>st</sup> September 2019

Sl No.	Category	AC Room	Suite
1.	NARS(ICAR/SAU) serving or retired officials on private visits	200/-	300/-
2.	NARS(ICAR/SAU) serving or retired officials on official visits	500/-	700/-
3.	Serving officers of Central Govt./State Govt./Autonomous organization /PSU employees on official or private visit	600/-	800/-
4.	Private other than above categories	700/-	900/-
5.	Foreign visitors (SAARC countries)	2000/-	2500/-
6.	Foreign visitors other than SAARC countries	3000/-	3500/-

Note: The Charges are based on ICAR Circular No 12-7/2016-E&M dated 31<sup>st</sup> August 2019.

## Application for Allotment of Guest House Accommodation

1	अतिथि का नाम Name of the Guest				
2	पूर्ण पदनाम Full Designation				
3	संपूर्ण पता Complete Address				
4	संपर्क के लिए विवरण Contact Details or communication	Mobile / मोबाइल : Email / ई-मेल :			
5	आने का श्रेणी Purpose of Visit				
6	अतिथि की श्रेणी Category of guest	<b>ICAR/S AU</b>	<b>STATE GOVT</b>	<b>AUTONOMOUS/PSU</b>	<b>PRIVATE</b>
7	ठहरने की अवधि Duration of Visit	From/से		To/तक	
8	अतिथियों की कुल संख्या Total No of Guests	Adults	Children	Children Below 5 Yrs	

- ❖ Photocopy of the valid ID card is required at the time of check in.
- ❖ The guests are expected to abide by the rules and regulations of ICAR-NIVEDI Guest House.
- ❖ Accommodation cannot be claimed as a matter of right.

अतिथि / तथा प्रतिनिधि का हस्ताक्षर  
Signature of the Guest/ Representative

## **Important Instructions for Allotment of Rooms at ICAR-NIVEDI Guest House**

The institute faculty and guests are requested to observe the following for accommodation in ICAR-NIVEDI Guest House.

1. To avoid inconvenience, request for allotment of accommodation should be sent well in advance or at least two working days in advance, only in proper format available on the website, through e-mail ([nivedifh@gmail.com](mailto:nivedifh@gmail.com)) OR FAX (+91-80-23093222). No verbal/ telephonic request will be entertained.
2. Please bring photocopy of your identity card for official record. No entry in the Guest House without proper valid ID card would be allowed.
3. Allotment of suites in the Guest House shall be on 'first come first serve basis. However, preference will be given for ICAR/SAU Officers coming on Official Visit.
4. Allotment can be treated as cancelled/shifted in case it is required for departmental VIP use.
5. Persons staying in the Guest House are not entitled to bring unauthorized guest(s) to stay with them in the Guest House.
6. The room rent charges shall be applicable as per the status of the guest staying in the Guest House and not as per the status, who has booked the accommodation e.g. if an ICAR employee is booking an accommodation for a private person, charges will be as applicable to "Private Visitor" and not "ICAR Charges".
7. At the time of check-in or soon thereafter, please re-confirm the dates of your entire booking at the reception. Sometimes booking in the same room or the same type of room is unavailable for the entire duration of a Guest's stay. This is clearly made known to the host at the time of booking. Re-confirming with the reception can help the concerned guest to avoid misunderstanding and surprises.
8. Generally, allotment of rooms shall not be made for marriage and personal functions.
9. In case a guest fails to occupy the booked accommodation, the same will be cancelled after one day of the booking date.
10. The rooms of the Guest House will be occupied by only those, whose names have been indented in the application form. Children above the age of 5 years will be charged full rate.
11. In case of emergency, due to heavy booking, a single occupant of the room may be asked to share the accommodation with another guest.
12. Maximum continuous stay in the Guest House would be for a period of 7 days subject to availability.
13. Proper decorum appropriate for Research Institute and Guest House should be maintained. Guest House In-charge reserves the right to withdraw the lodging facilities of the guest, if found not maintaining proper decorum and/or creating nuisance for others.
14. Booking is not permitted for guests undergoing medical treatment/ advice who are suffering from communicable disease or are bed ridden or are post- delivery/operative cases.
15. In case of dispute over bookings, the Guest is advised to contact the Officer In- charge of the Guest House. In any such case, it is strictly forbidden to argue/abuse the Guest House staff in any way as they are not entitled to make any changes in the booking without approval. They have instructions to contact the Institute security to deal with any situation involving unpleasantness.
16. Feed Back forms are available at the guest house may kindly be used for communicating the needs of improvements, complaints and/or comments.

## Instructions to be observed by Guest House occupants

1. The Guest House is meant for you. Please help us keep it clean.
2. The Guest House staff is not responsible for loss of any valuable items left behind by guests in the rooms.
3. The Guest House is intended to provide a peaceful environment for all guests. It is not permitted to watch TV or play music at loud volumes at any time and particularly, after 10 PM at night. Decency in all respect conducive to academic atmosphere should be maintained in the campus.
4. Please do not congregate in the corridors of the Guest House or disturb other guests, particularly at night.
5. Not more than two persons will be allowed to stay in each double bed room.
6. Guests are expected to be in properly dressed, while in the dining hall and lobby areas of the Guest House.
7. It is understood that whatever things are provided inside the room, shall remain inside the room after checkout.
8. Always close the windows, door and other openings while Air conditioner is in use. The guests are requested to **switch off the AC's, lights, fans** etc., close windows and lock their rooms when they go out of their rooms. Care may be taken to see that there is **no wastage of water, electricity** and other resources.
9. Visitor for guest's residing at Guest House is allowed from 9.00 a.m. to 9.00 p.m. only.
10. No person or guest would be allowed to enter or exit of the Guest House after 11.30 PM except check in and check out.
11. Personal locks are not to be used for locking the doors of the Suite/ Room.
12. Pets/Dogs/Cats etc. are not allowed in the Guest House. Self-cooking by guests using electric cookers/heaters is not allowed.
13. Consuming liquor/smoking is strictly prohibited in the Guest House premises and suites.

<b>Sl. No.</b>	<b>Available Facility</b>	<b>Area in Sq ft</b>	<b>No of Rooms</b>
1	Double bed rooms	280	17
2	VIP room	475	1
3	Training Hall	1356	1
4	Kitchen and dining hall	1017	1