

नं./No. 5(4)/2014-INST

दिनांक/ Dated: 09.09.2021

कार्यालय आदेश / OFFICE ORDER

Subject: Operations of Himadri Guest House at INST, Mohali.

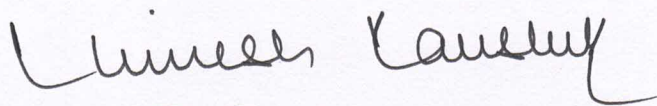
The competent authority has approved to start operations of Himadri Guest House at INST, Mohali alongwith tariff and other rules. In this regard, a Guest House Maintenance Committee has been constituted as follows:

1. Dr. Indranil Sarkar, Scientist-E, INST
2. Sh. Mukesh Raja, Scientist-C, INST
3. Finance Officer, INST

The committee will look into purposes such as housekeeping requirements / setting up of menu / lodging arrangements / electrical & civil maintenance / manpower requirement for the institute Guest House and other issues as may be required from time to time.

Booking of rooms and collection of charges at the guest house will be managed by administration and finance sections of the institute respectively.

Guest House Booking Requisition Form and approved rules are available on the website of the Institute.



मुख्य वित्त एवं प्रशासनिक अधिकारी
Chief Finance and Administrative Officer

प्रतिलिपि / Copy to:

- 1) All employees and students of INST
- 2) Director's office, INST
- 3) Finance Officer, INST
- 4) Office Order File

GUEST HOUSE BOOKING REQUISITION FORM

(Please see general rules below)

1	Name(s) of the guest(s)				
2	Mobile Number				
3	Nationality				
4	Identity Proof & Number				
5	Purpose of visit				
6	Category (Please tick)	A(i)	A(ii) *	B	C
7	Complete Address				
8	Type of room requested				
9	Arrival	Date: _____ Time: _____			
10	Departure	Date: _____ Time: _____			

* P.I. / I.O. to indicate head from which the expenditure is to be made in case of Category A(ii)

Indenter takes sole responsibility of settlement of dues in case the same are not settled by the guest.

Date: _____

Host / Indenter Name and Designation: _____

Place: _____

Host / Indenter Signature: _____

Forwarded by: Guide / Controlling Officer

Approved by: (Category-A : **Director, INST** / Category-B and C : **CFAO**)

Approved/ Not Approved/ Forwarded	Approved/ Not Approved
Chief Finance & Administrative Officer	Director, INST

(FOR OFFICE USE ONLY)

S.No. _____

Date: _____

Remarks: Accommodation Available / Not Available

Accommodation arranged in Room No. _____ From _____ To _____

Dealing Officer (Guest House)

General Rules

A. Guest house tariff

S.No.	Category	Eligibility	Guest House charges	Approving Authority	Payment
1	Category-A	<p>(i) Statutory committees (BoG, FC, RAAC etc.), Directors and former Directors of government/autonomous institutes, Officers of the Ministries / Audit / Selection Committee experts and other guests invited by the institute for official purposes, as approved by Director, INST.</p> <p>(ii) For official visits of : Institute Guests / visitors from other educational and research institutes / research laboratories etc. who are coming for professional activities (meetings / conferences / seminars/ examination / intern etc.) as invitees</p>	<p>Nil</p> <p>Nil (from the guest) Both boarding and lodging to be charged from institute / project / examination etc., as applicable</p> <p>(i) Single Room: Rs. 700/- (ii) Suite: Rs. 1400/-</p>	<p>Director, INST</p> <p>Director, INST</p>	<p>Institute</p> <p>PI / IO should indicate specific head such as Institute / Project / Examination etc. in the requisition form</p>
2	Category-B	<p><u>For non-official visits of:</u></p> <p>(i) Officers of Government / autonomous institutions etc. (ii) Personal guests of staff of INST. (iii) Parents of students of the institute (iv) Former staff / Alumni etc.</p>	<p>(i) Single Room: Rs. 700/- + GST</p> <p>(ii) Suite: Rs. 1400/- + GST</p>	CFAO on recommendation of concerned in requisite format	<p>By individual before checking out, if not person making the booking needs to settle the bill.</p> <p>In case of payments from projects, the PI should indicate the same in requisition form</p>
3	Category-C	Other visitors like persons from industry / vendors etc. who visit as per recommendation by INST faculty / staff	<p>(i) Single Room: Rs. 1400/- + GST</p> <p>(ii) Suite: Rs. 2200/- + GST</p>	CFAO on recommendation of concerned in requisite form	By individual before checking out, if not person making the booking needs to settle the bill.

Lodging rates:

- | | | |
|-------|----------------------|------------------------|
| (i) | Breakfast | : Rs. 100/- per person |
| (ii) | Lunch | : Rs. 200/- per person |
| (iii) | Evening Tea & Snacks | : Rs. 100/- per person |
| (iv) | Dinner | : Rs. 200/- per person |

No lodging rates applicable to Category-A (i) occupants of the Guest House. Lodging rates for Category A(ii) charged from institute / project / examination etc., as applicable.

B. Note:

1. Check in time after 12:00 Noon and Check-out time before 12:00 Noon.
2. Guest will be required to show his/her identity card at the time of entry and submit a copy thereof. Government of India regulations require that non-Indian nationals must provide a copy of the passport, Visa / Overseas Citizens of India card and a passport sized photograph at the time of registration.
3. No visitors except the resident guests are allowed to stay overnight in the guest room.
4. Booking can be done for maximum of five days as per availability. Any booking is liable to be cancelled without notice in case of official requirements.
5. If guests during their stay cause damage to the property of the guest house, then appropriate penalty for replacement will be levied to the guest / indenter.
6. Fire Hazard: Use of own mosquito coils, candles and heaters in the rooms are strictly prohibited. The room is fitted with an electric mosquito repellent and generator set back up.
7. The guest house key should be handed over to the Guest House Attendant at the time of check -out. Loss of key will attract a penalty of Rs. 1000/-.
8. Guest are requested to adhere to the entry and exit timings of the Guest House.
9. Guests are expected to maintain cleanliness and throw garbage in the dust bins, to switch off the lights, fans and electrical appliances when not in need or before leaving the room. Smoking and consumption of alcohol is strictly prohibited in the Guest House premises.

C. Booking:

1. Duly filled and signed Guest House Booking Requisition Form submitted in hardcopy will only be accepted. No email request will be accepted.
2. The booking form must be submitted at-least three working days prior to the arrival of the guest.

D. Payment:

1. Payments by Debit / Credit Cards through PoS machine will only be accepted.
2. In case of guests leaving on holidays the payment should be processed by the host/indenter.
3. In case of departure of the guest without settlement of dues, recoveries are liable to be made from the indenter.
4. In case the guest intends to check out before 9:00 AM or after 05:00 PM, the bills may be settled within the office hours.