

Requisition Form for Guest House Accommodation

Double

.....

(iii).....

Non-Official : Guests who are not covered by the above.

Certificate of requisitioner: I have read the Rules governing the stay of the guest(s) in the NIPGR Guest House. The guest is personally known to me and I am responsible for his/her conduct. If he/she fails to make payment of lodging/boarding charges, the same may be deducted from my salary/fellowship.

Signature of the forwarding authority with seal (Supervisor/Lab Incharge/HoD)

Signature (with official seal)

Room is available and may kindly be allowed on payment of ₹ (.....).

Controller of Administration/ Director

Received payment of ₹.....(.....) for days booking.

Signature (Booking Incharge)

@ ₹..... per day towards booking of guest house during

Signature (Booking Incharge)

RULES GOVERNING THE STAY OF THE GUEST(S) IN THE NIPGR GUEST HOUSE

1. The room rent for stay in the Guest House will be as follows:

	DBT, DST & other related academic Institutions (concessional rates)	Non-Official (full rates)
AC Single	₹ 400/-	₹ 800/-
AC Double	₹ 700/-	₹ 1500/-
(GST as per applicable rates shall be levied extra)		

2. The Guest will pay rental charges for the period of booking even if the room allotted to him/her remains vacant because of his/her late arrival.
3. When the extension of stay has not been allowed, the stay of the person beyond the approved period will be treated as unauthorized, and the specified clauses would apply.
4. Person using the Guest House will pay all the damages caused by him/her to the building or furniture or fixtures or any other property of NIPGR during his/her stay. Pasting of any decorative material/posters/fixing nails to the walls or any other item of the Guest House are not allowed.
5. The Guest may check in at any time. However, for the purpose of accounting, a day means 24 hours from the time of check in. Fraction of day will be counted as full day.
6. A person suffering from an infectious or a contagious disease shall not be allowed to stay in the Guest House.
7. Guest House accommodation should be provided to official guests on first priority. Resource persons/ Participants of seminar/Conferences/Workshops/Symposia being organized by NIPGR will have second priority for accommodation, provided such requests are made at least 15 days in advance. Guest(s) of the faculty/staff coming for personal work will have last priority and booking will not be entertained before 7 days of the date from which accommodation is required.
8. Request for non-official bookings be confirmed in advance on deposit of ₹ 200/- per room in cash. If cancellation is made 7 days before the expected time of arrival of the guest, full refund will be made, otherwise the advance made will be forfeited.
9. Reservation/Booking of accommodation in the Guest House shall not confer on the allottees any right of tenancy of the premises and NIPGR shall have the right to get the rooms vacated at any time without giving any notice and assigning any reason in case of unauthorized stay/over stay.
10. The Guest House will be under the administrative control of Officer/Incharge, so appointed by the Director. The guest is expected to maintain harmony and good behaviour during his/her stay.
11. No unauthorized person shall be allowed to stay in the Guest House.
12. The use of alcoholic drinks in the Guest House is strictly prohibited.
13. Cooking in room shall not be permitted.
14. Extension of stay in Guest House will be given on the availability of the room.
15. NIPGR shall not be responsible for any loss or damage to a person or the property of any occupant, during his/her stay in the Guest House.
16. Application forms without official seal will not be accepted.