

NATIONAL INSTITUTE OF PLANT GENOME RESEARCH

New Delhi

Requisition Form for Hostel Guest House Accommodation

Accommodation:

☐

Single

☐

Double

1. Name of the Guest : Prof./Dr./Mr./Mrs.....
Relationship with the concerned student

2. Age :

3. Designation/Address :

4. Name(s) of person(s) accompanying the Guest	Relationship with the Guest	Age
(i)
(ii).....

5. Accommodation required From..... to.....
Arrival Time..... Departure Time.....

Certificate of requisitioner: The guest is related to me in terms of Clause 3 of the Rules 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/shall be paid by me.

Signature of the concerned student..... Name/Designation..... Phone.....

Counter Signature

Signature of the supervisor of the student Name of the supervisor.....
(*The counter signature of the supervisor ascertains that he/she has confirmed the relationship of the guest with the student)

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

Hostel Warden (Boys/Girls)

Dealing Asst.

FOR OFFICE USE

Received an advance payment of ₹..... Receipt No./Date.....

Signature
(Booking Incharge)

RECEIPT

Date:.....

Received with thanks from Prof.Dr./Mr./Mrs.....

Signature
(Booking Incharge)

RULES GOVERNING THE STAY OF THE GUEST IN THE NIPGR STUDENTS' HOSTEL

1. The hostel will have a few guest rooms for the stay of the bona fide casual guests of the residents on payment of specified charges i.e. ₹ 100/- for single occupancy and ₹ 200/- for double occupancy. Guests are not permitted to stay with the residents in their rooms.
2. The request for booking be confirmed in advance on deposit of requisite amount in cash. If cancellation is made one day before the expected time of arrival of the guest, full refund will be made, otherwise advance made will be forfeited.
3. The guest rooms shall be allotted to persons having blood relations with the concerned resident, ~viz. father, mother, brother, sister; or spouse of the concerned resident, with the approval of the Warden.
4. A resident seeking permission to entertain a guest will apply in the **prescribed form** and after obtaining the permission of the warden, deposit the guest charges in cash with the Finance Officer who will grant him a receipt in the prescribed form and allot the guest room.
5. Subject to the availability of rooms, the warden may permit the stay of a guest for a period not exceeding seven days at a time
6. 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.
7. The stay of the guest beyond the approved period will be treated as unauthorized, and the specified clauses would apply.
8. The concerned guest may take the meal in the mess during the prescribed hours after prior permission of the Warden and prior intimation to the Mess Manager.
9. The warden reserves the right to cancel the stay of a guest at any time without assigning any reason.
10. 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.
11. 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 a fraction of a day will be counted as full day.
12. A person suffering from an infection or a contagious disease shall not be allowed to stay in the Guest House.
13. 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.
14. The Guest House will be under the administrative control of the Wardens. The guest is expected to maintain harmony and good behavior during his/her stay.
15. Any resident lodging an unauthorized Guest/person shall be liable to fine and such other disciplinary action as may be decided by the Warden or higher authorities.
16. The amount of fine as decided by the Warden and communicated to the resident student in the prescribed form shall be deposited by the latter with the Finance Officer within the stipulated date and the resident shall immediately report compliance to the Warden.
17. The use of alcoholic drinks in the Guest House is prohibited.
18. 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.
19. Applicant forms without official seal will not be accepted.