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	CSM Guest House		

REVISION HISTORY			
REV	Description of Change	Author	Effective Date
1.0	Policy on CSM Guest House	Prafulla Kumar Rana	21-Dec-12

REFERENCE DOCUMENTS	
Document Number	Document Title

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1. PURPOSE :

The policy defines the purpose and eligibility for utilizing the company's Guest house. The company expects the Guest house to be used for Guest/Client or by the employees from other locations. This policy is applicable to all employees of CSM.


2. GUEST HOUSE LOCATIONS:

The Company has well furnished Guest house in 2 locations.

1. Head Quarter, Bhubaneswar
2. SBU-Joda, Joda

3. PROCEDURE TO BE FOLLOWED FOR BOOKING:

- 3.1 Check the availability of Guest house for the required day/s with Admin Dept, at least 4 working days before the schedule date of Check In.
- 3.2 Written e-Mail approval from respective RA/Dept Head is must before sending the e-mail request to Admin Dept.
- 3.3 Forward the request to Admin Dept before 2 Working days, mentioning:
 - 3.3.1 Guest/s name (*Full name*), *Organization(If applicable)*, *Address with Contact Number*
 - 3.3.2 Schedule of arrival & departure (*Date & Time*)
 - 3.3.3 Mode of travel (*By Train/Flight or any other mode*)
 - 3.3.4 Purpose of Visit (*specify the project name if any*)
 - 3.3.5 Availing Food (*Specify Yes or No*)
 - 3.3.6 Food preference (*Specify Veg/Non-Veg*)
 - 3.3.7 Any other services if required.
- 3.4 Based on the request, Admin Dept will make the necessary arrangements and send the confirmation through e-Mail to the Initiator marking a copy to his/her RA.

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- 3.5 In case of any change in scheduled travel plan, the initiator has to inform Admin in advance (before 1 working day) failing which Admin cannot be held responsible for any mismanagement.
- 3.6 Employees from other location can avail the guest house facility by the help of Travel Desk or send e-Mail to Admin once their Travel plan is approved by their respective RA/Dept Head.

4. INCLUSION AND EXCLUSION OF SERVICES.

4.1 INCLUSION:


- 4.1.1 Tea/Coffee, Breakfast, Lunch & Dinner will be provided based on the requisition by the Guest/Initiator. Expenses may/may not be borne by the company.
- 4.1.2 Pick and drop facility will be provided by the Company (For Arrival/Departure & Office to Guest house and vice versa).
- 4.1.3 Laundry services can be provided if required. However, the expenses will be borne by the guest.

4.2 EXCLUSION:

- 4.2.1 Liquor and smoking is strictly prohibited in the Guest house.

5. POINTS TO BE NOTED:

- 5.1 The respective Guest house in-charge will ensure proper maintenance of records like:
- 5.1.1 Check-in & Check-out time of the Guest is maintained in the Register.
- 5.1.2 Name and address of the Visitors should be recorded in the Register.
- 5.1.3 Suggestion/feedback/improvement on the facilities should be maintained in the GH Register.
- 5.1.4 Facilities availed by the Guest/s must be recorded in the Register by the Guest house in-charge.
- a. Guest House in-charge has to intimate to the concerned initiator about the facilities availed by the Guest.

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b. This communication must be through email latest by next day of the check out date.

5.1.5 Any other specific instances also need to be registered & communicated to the concerned authority.

5.2 In case the guest/employee is not staying in the Guest house for any reason, the initiator has to inform the Admin in advance to avoid wastage of food and for other safety purposes.

5.3 No charges in respect of boarding or lodging will be levied from the company's guest. However if the TA, DA allowances are provided by the company in such cases no food and vehicle would be provided to the guests/employee, but on request, food/Vehicle may be arrangement by the company on paid basis. The cost would be on actual basis as per the market rate for vehicle and for food and would be charged as per the prevailing rate at that time.

6. SPECIAL CASES:

6.1 In case of any emergency, booking can be made over phone with a short notice but approval from respective RA's/Dept Head is mandatory in writing.

6.2 In case of need, an employee can book the GH for his/her parents, spouse and close relatives like son and daughters for short stay only with prior approval from authority and in such cases all the expenses for lunch and dinner, vehicle expenses for pick-up and drop should be borne by the individual. This facility can be availed strictly on availability of GH & approval from concerned authority.

7. ADDRESS OF THE GUEST HOUSES:


7.1 CSM GUEST HOUSE, BBSR

Ground Floor
N3-371, I.R.C VILLAGE
BHUBANESWAR-751015

7.2 CSM GUEST HOUSE, JODA

Bungalow No -4 IDC COLONY
Matanga Beda. Kalinga
Badabill, Keonjhor

***Location Map, Guest House Photos and Requisition form** would be uploaded soon in Kwantify under **"Office Utility"** Global Link. Link shall be circulated once created.

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Contact Person for Guest house booking.

Mr. Sarat Kumar Pattnaik (Asst. Manager, Administration)

Mobile No: 9437227000

Email Id: sarat@csmpl.com

8. GUEST'S INFORMATION FORM (CSM/QF/54):

Name : MR/MS. - _____

Address : _____

Name of the Organization : _____

Proof of identity : _____

Arrived from : _____ Departure to: _____

Contact No. : (M) - _____

E-Mail : _____

Check in Date & Time : _____ Check out Date & Time: _____

Number of Person : _____

Breakfast Required : ☐ Yes ☐ No

Lunch Required : ☐ Yes ☐ No

Dinner Required : ☐ Yes ☐ No

Transfer Required : ☐ Arrival ☐ Pickup

Daily Transport Required : ☐ Yes ☐ No

Laundry Facilities : ☐ Yes ☐ No

Booked by Name : _____

Approved by Name : _____

Name of the Driver Allotted : ☐ Pickup _____

: ☐ Drop _____

Remark : _____

Signature of the guest : _____

