**SINDHU GUEST HOUSE**

**INDIAN AGRICULTURAL RESEARCH INSTITUTE NEW DELHI-12.**

**IMPORTANT INSTRUCTION FOR ALLOTMENT OF ROOMS AT SINDHU GUEST HOUSE**

1. Allotment of rooms 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.
2. Generally, allotment of rooms shall not be made for marriage and personal functions.
3. Allotment can be treated as cancelled/shifted in case it is required for departmental or VIP use.
4. 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 have booked the accommodation e.g. if an ICAR employee is booking and accommodation for a private person, charges will be as applicable to “Private Visitor” and not “ICAR charges”.
5. Generally, not more than **25 beds** will be booked for any **Seminar/Conference** at one time in **Sindhu Guest House.** Preference will be given to those who are booking IARI/ICAR conference facilities.
6. Maximum continuous stay in the Guest House would be for a period of **7 days** subject to availability.
7. To avoid inconvenience, request for allotment of accommodation should be sent well in advance or at least two days in advance only on the prescribed application format either through **FAX ( 011-25842196 )** or through e-mail ( **sgh@iari.res.in** ) . **No verbal/telephonic request will be entertained.**
8. Confirmation of accommodation can be enquired from the Caretaker/Receptionist of Sindhu Guest House on any working day between 9.30 AM to 4.30 PM on telephone No.**011-25842196** after one working day from the time of sending the request.
9. Liquor/smoking is strictly prohibited in the Guest House premises.
10. Pets are not allowed in the Guest House.

OVERALL COORDINATOR, IARI GUEST HOUSE  **Application for Allotment of Accommodation at**

**SINDHU GUEST HOUSE**

**Indian Agricultural Research Institute**

**New delhi-110012**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name :**  **(IN BLOCK LETTERS)** | **Dr. Anju Pal** | | | |  |  |
| Employment category | ICAR /SAU | Retired  ICAR/SAU | Central/State  Government | Retired  Central/State  Government | Foreigners | Private/ others |
| **Sau** |  |  |  |  |  |
| Designation (If employed) | **Associate Professor** | | Employee Id. No. or No. of any other (pl. specify) Id. proof | |  |  |
| Full Official Address (If employed) or Full Residential Address (If private/others)  Tel and or fax no:  Mobile: | **Department of horiculture College of agriculture Gbpuat, pantnagar** | | | |  |  |
| **Email.ID**  **( to be filled must)** | [Anjupa128@gmail.com](mailto:Anjupa128@gmail.com) | | | |  |  |
| **Purpose of Visit** | To Attend training at AKMU | | | |  |  |
| Name, Designation, Address and contact details of the competent sanctioning authority of the tour programmer or Inviting authority (If applicable) | **Dr. Anju Pal**  **Department of horiculture College of agriculture Gbpuat, pantnagar** | | | |  |  |
| **Duration of stay** | **From: 27 march 12:00 pm** | | | **To: 27 march 5:00 pm** |  |  |
| Number and Name of accompanying persons | Total Number:  Name:  1. 2. MR MAHESH  3. BABY VAIBHAVI | | | 4. MASTER KAVISH 5. 6.  7. |  |  |
| Purpose of Visit of accompanying persons | To visit icar NAAS complex | | | |  |  |
| Signature of Indenter with complete Address & **email. ID( to be filled must)** | **Department of horiculture College of agriculture Gbpuat, pantnagar**  Email : Anjupa128@gmail.com | | | |  |  |

**NOTE: Confirmation of your booking may please be enquired from the Reception of Sindhu Guest House on any working day between 9:30 am to 4:30 pm on phone No.011-25842196 or via email) after one day from the time of sending the request.**

**To**

**The Coordinator**

**Sindhu Guest House**

**Pusa Campus (IARI), New Delhi 110012, Tel. Fax: 91-11-25842196 E-mail: sgh@iari.res.in**

**ROOM RENT CHARGES IN RESPECT OF SINDHU GUEST HOUSE, IARI ARE MADE EFFECTIVE W.E.F 1st MAY, 2009.**

|  |  |  |
| --- | --- | --- |
| Sl.No. | Category | AC Bed Room |
| 1. | Serving and retired officers of  NARS (ICAR/SAUs) on official  or private visit | 250 |
| 2. | Serving officers of Central  Govt/State Govt/Central Govt/Autonomous  organization/PSUs on official or private visit | 300 |
| 3. | Private visitors i.e. other than ICAR, SAUs,Central or State Govt. Etc. | 350 |
| 4. | Foreign visitors (SAARC countries) | 1500 |
| 5. | Foreign Visitors other than  SAARC countries | 2500 |

**REVISED ROOM RENT CHARGES FOR PRIVATE VISIT OF SERVING AND RETIRED OFFICERS OF NARS IN ICAR GUEST HOUSE , W.E.F. 30th June, 2009.**

|  |  |  |
| --- | --- | --- |
| Sl.No. | Category | AC Bed Room |
| 1. | Serving and retired officers of NARS (ICAR/SAUs) on private visit | 100 |