

1. GUEST HOUSE POLICY.

REF NO: HR/CIR/16/ JULY/2018

CORPORATE GUEST HOUSE POLICY

Objective

The basic objective is to provide hospitality to Management Staff and guests.

Eligibility

The following persons shall be eligible to stay in the Guest House.

1. Management Staff (from H.O. and other Regional / Branch Offices of the Group of Companies coming to Head Office on official business) above M1 cadre (Deputy Manager /ASM).
2. Guests of the Management of specific requests and availability.
3. Any other person authorized by the CEO/MD.
4. Single room / single occupancy will be provided only for employees of E1 cadre and above only while for other employees double occupancy will be the norm.
5. When there is a vacancy in the guest house, eligible employees has to stay in the guest house. They cannot stay in hotels / or any other accommodation.

Responsibility

Proposal for the facility	:	Self / Eligible employee
Confirmation based on availability	:	Asst Manager – Welfare
Facilitation & Coordination	:	HR / Admin department

6. Free food / boarding will be provided to all eligible guests / staff. However, staffs who are staying in other outside houses are not allowed for the food facility.
7. Allotment of accommodation would be made to the above categories of individuals on first come first serve basis by prescribed Guest House Accommodation Requisition 2 days in advance via mail.
8. Occupants must maintain and observe due decorum and discipline at the Guest House in keeping with the norms.

9. Smoking, use of alcoholic drinks and other intoxicants in the Guest house are not permitted.
10. Care may be taken to see that there is no wastage of water, electricity and other resources.
11. Keep the premises clean at all times and leave no personal belongings in the common areas.
12. Ensure that you have all your personal belongings with you before leaving the premises.
13. Accommodation at suitable Hotel is to be made in case the occupancy of the Guest House is full with the approval of officials.
14. The Guests on arrival & departure will need to append their signature in the Guest House Register. The register will be kept in the custody of the attendant. Also do give feedback on the feedback register.
15. New Joinees of Sr. Heads can be given accommodation for 15 days as per approval from HR as a policy. Family members are not allowed to stay in the Guest House.
