

**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 (**sg@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)						
Employment category	ICAR /SAU	Retired ICAR/SAU	Central/State Government	Retired Central/State Government	Foreigners	Private/ others
Designation (If employed)			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:						
Email.ID (to be filled must)						
Purpose of Visit						
Name, Designation, Address and contact details of the competent sanctioning authority of the tour programmer or Inviting authority (If applicable)						
Duration of stay	From:			To:		
Number and Name of accompanying persons	Total Number: Name: 1. 2. 3.			4. 5. 6. 7.		
Purpose of Visit of accompanying persons						
Signature of Indenter with complete Address & email. ID(to be filled must)						

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