



REQUISITION FORM FOR GUEST HOUSE ACCOMMODATION

1	Name of the Guest(s)/Visitor(s)				
2	Name(s) of the person(s) accompanying guest/visitor and their relationship with the guest/visitor	Name(s)	Relationship		
		1.			
		2.			
		3.			
		4.			
3	Address of the guest/visitor				
		E-Mail:	Ph. No.		
4	Duration of stay	From :	To:		
	(a) Date & Time of arrival	Date :	Time :		
	(b) Date & Time of departure	Date :	Time :		
5	Purpose of stay in Guest House (Please tick appropriate column and strike off which is not applicable)	OFFICIAL	PERSONAL		
6		Categories of the visitor/guest (Please tick appropriate row as applicable mentioned below)			
	(a) CSIR Employees, Pensioners and their dependent family members				
	(b) Project Fellows, JRF/SRF/RA, Research Students, Scholars working in CSIR Labs/Hqrs.				
	(c) Non-dependent members of CSIR employees/pensioners, Non-official/Expert members invited for CSIR work				
	(d) Non- CSIR/Other Guests				
	(e) NRI/Foreign Guests (the indenter is responsible to intimate regarding foreigners visit to the appropriate authority & obtain approval as required under the rules)				
7	Bill(s) to be settled by (applicable to CSIR-IMMT staff only)	GUEST/INDENTOR			
<table style="width: 100%; border: none;"> <tr> <td style="width: 60%; vertical-align: top;"> Indentor's signature Date : </td> <td style="width: 40%; vertical-align: top; text-align: center;"> Signature of HoD (in case of 6 (c)) </td> </tr> </table>				Indentor's signature Date :	Signature of HoD (in case of 6 (c))
Indentor's signature Date :	Signature of HoD (in case of 6 (c))				
N.B. : The visitot/guest should carry ID proof to be verified, if required.					

RENT/TARIFF FOR ACCOMMODATION IN CSIR-IMMT GUEST HOUSE

Sl. No.	Category of Guest	Rates per Bed	
		AC	Non-AC
1(a)	CSIR Employees, Pensioners and their dependent family members	₹.50/-	₹.40/-
1 (b)	Project Fellows, JRF/SRF/RA, Research Students, Scholars working in CSIR Labs/Hqrs.		
2	Non-dependent members of CSIR employees/pensioners, Non-official/Expert members invited for CSIR work	₹.100/-	₹.80/-
3	Non CSIR/Other Guests	₹.300/-	₹.250/-
4	NRI/Foreign Guests	₹.1000/-	₹.800/-

GUIDELINES FOR BOOKING ACCOMMODATION AT CSIR-IMMT GUEST HOUSE

1. Requests for CSIR-IMMT Guest House booking need to be submitted to the In-Charge, CSIR-IMMT Guest House as per the enclosed proforma at least 7 days in advance or through E-mail to (guesthouse@immt.res.in) with complete details.
2. Confirmation of booking will be given by Fax or E-mail. The management may at its discretion, cancel a booking or offer alternate accommodation as per availability, without citing any reason.
3. Any change in the arrival/departure of guests needs to be brought to the notice of Guest House staff immediately.
4. Request for change/extension for accommodation needs to be approved by the Competent Authority.
5. Id proof must be given in the reception by all the guests before Check-in, except the Distinguished Guests invited by the Director or on behalf of the Director, CSIR-IMMT, Members of Research Council and other high power committee.
6. Research Scholar/Project Assistant/Student requiring accommodation for their parents/guests is required to get their requisition forwarded through their respective Guides/Project Leaders/Supervisors.
7. Booking is not permitted for guests undergoing medical treatment for communicable disease or are bed ridden or who are seriously ill.
8. One day will be counted on 24 hrs. Basis or a part thereof commencing the time of arrival