



भाकृअनुप-राष्ट्रीय प्राकृतिक रेशा अभियांत्रिकी एवं प्रौद्योगिकी संस्थान
ICAR-National Institute of Natural Fibre Engineering and Technology

(पूर्व भाकृअनुप-निरजैफ्ट Erstwhile ICAR-NIRJAFT)

भारतीय कृषि अनुसंधान परिषद INDIAN COUNCIL OF AGRICULTURAL RESEARCH

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Dr. D. P. Ray
Principal Scientist &
In-charge Guest House

Ref: NINFET/ GH/ Cir-1

Dated 12th September, 2019

Circular

As per ICAR F.No. 12-7/2016-F&M dt. 31st August 2019, the consolidated rates and instructions regarding room rent charges in respect to Institute Guest Houses has been revised and enclosed in Annexure-I & II for ready reference and compliance. The revised rate has been effected from September 1, 2019 till further orders from the Council.

The terms and conditions of booking of rooms may please be strictly adhered to. The bookings already confirmed will have to be revised as per new tariff. The rate of room rent charges can also viewed on ICAR-NINFET website www.nirjaft.res.in.

This issue with the approval of Director, ICAR-NINFET.

(Dr. D. P. Ray)

Principal Scientist & In-charge
Guest House/ Scientists' Home

**Room rent Charges (per day per bed) in respect of various types of accommodation at
ICAR-NINFET Scientists' Home /Guest House**

Sl. No.	Facilities	Scientists' Home Annexe	Scientists' Home/ Guest House
1	Serving and retired officers of NARS (ICAR/ SAU) on private visit	200	300
2	Serving and retired officers of NARS (ICAR/SAU) on official visit	500	700
3	Serving officers of Central/State/ Autonomous organisations/ PSUs on official or private visit	600	800
4	Private visitors i.e. other than ICAR, SAUs, Central or State Govt. etc.	700	900
5	Foreign Visitors (SAARC Countries)	2000	2500
6	Foreign Visitors (Other than SAARC Countries)	3000	3500

Detailed guideline and terms and conditions for booking of ICAR-NINFET Guest House facilities:

1. Submission of a copy of a valid identity card is must for all the guests seeking accommodation in the guest house, to ascertain their identity.
2. Check out time is 24 hours.
3. Allotment of rooms in the guest house shall be on first come first serve basis. However, preference will be given for ICAR/DARE officials coming on official visit.
4. Booking for guest will be done the In-charge, Guest House after approval by the by Director.
5. Allotment can be treated as cancelled/shifted in case it is required for VIP use/ Exigency.
6. 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 of the officer who has booked the accommodation e.g. if any ICAR/DARE employee is booking an accommodation for a private person, charges will be as applicable to “private visitor” and not “ICAR charges”.
7. Dependent family members of ICAR/DARE employee-spouse and children can be treated within the category of ICAR employees (personal visit) for the purpose of charging tariff. The dependent family member has to furnish the copy of the Identity Card of the ICAR official, he/she is related to. This facility will not be available for Non-ICAR employees, they will be charged as per their actual category, as detailed at point no. 6.
8. VIP guests of the ministers of Agriculture (Union as well the state) and the Director General, ICAR will be charged as ICAR official rates, only when a written request (fax/email) is received from their offices, or else they will be charged as per their actual category, as detailed at point no. 6.
9. Maximum continuous stay in the Guest House would be for a period of 15 days subject to availability. This can be reviewed on case to case basis by the Director.
10. To avoid inconvenience, request for allotment of accommodation should be sent well in advance or at least two days in advance on the prescribed application format through fax/email.
11. Liquor/smoking is strictly prohibited in the Guest House premises.
12. Pets are not allowed in the Guest House.
13. One or two rooms shall be kept available with the In-Charge, Guest House for priority allotment in favour of VIP/Dignitaries/Ministers’ Guest/Director General Guests etc.