

# Guest House Policy



**DR. BHIMRAO AMBEDKAR UNIVERSITY, AGRA**

(Originally known as Agra University)

# Dr. Bhimrao Ambedkar University, Agra

## **Rules and regulation**

### **For Old Guest House & Chanakya Sadan Guest House**

#### **The following persons are entitled to get accommodation in the Guest House**

- All the members of the Board of management, Finance Committee, Academic Council, Planning Board, Selection Committee and other Statutory / Non statutory Bodies, Examiners, Experts, Visiting Professor, Member of audit team and Person visiting in the University for official purpose. They shall be treated as University Guest & do not have to pay for the room rent. They will deposit the food charges in the Guest House in advance for them.
- Participants of the Workshops, Seminar, and Conferences of the University. They shall be treated as Guest on Duty. The Organizer of workshop, seminar, Conference of the University shall charge from the delegates on prescribed rate and deposit the same in the Guest House in advance.
- For person working in other State Central Govt. Organizations, Universities, Public Sector undertaking the allotment of room may be done on request subject to availability of rooms. They are treated as semi-official categories. They must pay room rent and charges in advance.
- For the Guests of teaching faculty and officer not below the rank of Group A, they are treated as personal guest. However, other employees may route their request through controlling officer. Charges of Guest House for personal guest will be on prescribed rates in advance.
- For the Guests of Teaching faculty and officer not below the rank of Group A, they are treated as personal guest. However, other employees may route their request through controlling officer. Charges of Guest House for personal guest will be on prescribed rates in advance.
- Any other persons authorize by the Hon'ble V.C. not mentioned above.

#### **Allotment Rules**

- VIP Guest will be allotted only on sanction of Hon'ble V.C.
- The other room will be allotted by the Guest House Incharge on the first come first served basis depending upon requisition submitted to the Registrar.
- The prescribed requisition form should be sent to Incharge Guest house through Registrar at least three days in advance.
- All the request for declaring university guest should be routed through Registrar on the accommodation of Dean/ Librarian/ F.O/ C.O.E/ Head/ Coordinator of the department/ Section with the certification of this effect.
- The Guest House Incharge will be intimated two days in advance for arranging any lunch/dinner along with prescribed requisition form.
- Guest staying out side Guest House, yet rendering service to University during working hours and request for meal may be provided on payment basis subject to prior intimation to the Guest House Incharge in writing at least 48 hours in advance.
- All the requisition application forms for Guest House facilities shall be routed through Registrar.
- The rooms in Guest House may be allotted at a time for five days only, however, the extension of accommodation may be given with the permission of Registrar.

### **Dining Hall Facilities**

- No food will be served outside the Guest House Dining Hall except for VIP in special case.
- Drivers of vehicles requisitioned for statutory body meeting will be served packed lunch boxes. The number of drivers expected should be stated in the requisition by the organizer of the meeting along with the payment. It shall be realized in advance

**The Following guidelines are to be followed for providing accommodation in the Guest**

**House and Transit Camp of the Corporation:**

#### **1. Definition:**

**1.1 Guest House:** Guest House is an accommodation, utilized for stay of Guests/ VIPs/ Employees for a limited period on Official/ Personal Tour.

**1.2 Transit camp:** Transit Camp is an accommodation for transitory stay of employees for a limited period located in places/ routes connected to Project/ Power Station at/ or near the Rail head of Project/ Power Station.

**2. Charges for stay in the Guest Houses/ transit Camps of the Corporation in India shall be as under:**

**2.1 For Employees and Retired:** Employees of University and their families while on tour, Medical treatment, on Leave and / or for personal obligations. (Family for the purpose means spouse, children, parents, brothers & sisters)

**2.2 For others that include officers & staff of other state/ Central PSUs, Central Govt., State Govt. and clients/vendors of university and Guest of University Employees.** For allotment of such personnel in university Guest Houses, written request should come from employees concern of Dr. BHIMRAO AMBEDKAR UNIVERSITY with specifications ( name, age, Address, purpose of visit, period of stay)

### **Type of Accommodation Rate (in Rs) in Chanakya Sadan Guest House**

<b>Categories</b>	<b>Rs</b>
Deluxe Double Bed (Room)	Per day Rs 500/-
Suit (Room)	Per day Rs 2000/-

### **Type of Accommodation Rate (in Rs) in old Guest House**

<b>Categories</b>	<b>Rs</b>
A.C Double (Room)	Per day Rs 500/-
Suit (Room)	Per day Rs 2000/-

**3. Conditions:**

**3.1 The Guest House/ transit Camp accommodation will be allotted on prior intimation, subject to availability of accommodation.**

**3.2** The allotment of accommodation will be made of **'First Come First Served'** basis.

**3.3** Employees who come to join an organization on their first appointment or on transfer from one project/ plant/ office to another will be allowed Guest House/ Transit camp accommodation. As soon as alternate accommodation is allotted to the employees in the University accommodation is provided, he will have to vacate the guest House/ Transit Camp.

**3.4 Normally** the period of stay in the Guest House/ Transit Camp in such cases should not exceed 15 (fifteen) days. However, due to genuine reasons, if an employee requests to stay beyond (15) fifteen days he may be allowed to stay for a further period of 30 (thirty) days with the specific approval of the Registrar.

**3.5 In case** of transfer of employee, the period of stay will be regulated as under:

- i) In normal cases-15 days
- ii) Up-to 3 months with the approval of Vice-Chancellor.

**3.6 Employee** who requests for guest house transit camp accommodation for personal use or medical treatment may be provided accommodation for a period not exceeding 15 (fifteen) days. However, due to genuine reason, if an employee requests to stay beyond 15 days, he may be allowed to stay for a further period of one month with the specific approval of Vice-Chancellor.

**3.7 The Guest House / Transit Camp** accommodation may be allotted to the employees of Central Govt./ State Gov./ Public Sector Undertaking also.

**3.8 The Guest House/ Transit Camp** accommodation is primarily meant for employees of university and those employees of central Government/ State Government/ Public Sector Undertaking, who visit the place in connection with University work. Subject to availability, however, it can be allotted to the employees of Central Govt./ State Govt./ Public Sector Undertaking and outside agencies, even if they visit the place in connection with their own work.

**3.9 The** entitlements and charges for different types of accommodation shall be as notified by the Management from time to time.

**3.10 Family** members accompanying the employees on tour will be charged at the rates prescribed for university employees on unofficial visits.

**3.11 The** following will be the rates for fractional halts:

**3.12** The charges for meals, breakfast, tea, etc. will be calculated on the basis of 'No Profit-No Loss' principle and each project/ plant/ office will calculate the charges taking into account the cost of raw- materials. These rates will be notified from time to time.

**3.13** At the time of checking out from the Guest House/ Transit Camp, the visitors shall make payment to the official in-Charge of the Guest House on account of accommodation charges and charges for meals, snacks etc. in cash. The Official in-Charge will issue a receipt, the duplicate copy of which will be prepared for boarding and lodging will be deposited with the Accounts Department twice in a month and the amounts received in these accounts will not be spent for any other purpose.

#### **4. Booking of Rooms**

**4.1** The Employees/ Retired Employees of university can book rooms in the Guest House/ Transit Camp through offline booking be done through the offline Registration form / Application form. Offline registration forms are to be submitted to the officer In-Charge of the respective Guest House/ Transit Camp.

Persons using the Guest House will make good the damage caused by them to the building or furniture or fixtures or other property of the Guest House during their stay. A Guest Register will be maintained in the Guest House. Full particulars about the Guest shall be entered in the Register by The Guest occupying the accommodation. Request for permission (Letter/ fax/email) to stay in the Guest shall be addressed to the Vice chancellor of Dr. Bhimrao Ambedkar University in advance. Permission to stay in the Guest House shall be subject to availability of accommodation. Information regarding cancellation of reservation must reach the person in-charge of Guest House at least 24 hours in advance of the day on which accommodation is required. Otherwise, guests will be charged one's rent for the accommodation reserved for them. Booking/ recommending authority will be responsible for the payment of all tariffs, bills, charges etc.