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भारतीय आयुर्विज्ञान अनुसंधान परिषद
स्वास्थ्य अनुसंधान विभाग, स्वास्थ्य एवं परिवार
कल्याण मंत्रालय, भारत सरकार

Indian Council of Medical Research
Department of Health Research, Ministry of Health
and Family Welfare, Government of India

No.16/30/2022-Admn

Dated: 06/07/2022

To

The Directors/Directors-in-Charge of
Institutes/Centers of ICMR

Subject:- SOP for ICMR Dr. A.D. Engineer "International House" -

Sir/Madam,

The Rules & Regulation of ICMR- Dr. A.D. Engineer "International House" at Hailey Road, New Delhi is enclosed herewith for information and further action please.

Yours faithfully

(Jagdish Rajesh)

Assistant Director General (Admn)

Encl : As above

Copy to:

- (1) PS to DG/Addl.DG/Sr. DDG(A)/ Sr. FA
- (2) All Divisional Heads
- (3) DDG (A) /ADG(A)/ ADG(F)
- (4) Dr. L.K. Sharma, Scientist "E"- soft copy of the same has been mailed at your email ID(Sharma.Ik@icmr.gov.in) for website upload.

Indian Council Of Medical Research, New Delhi

Dr. A.D. Engineer International House Rules and Regulations

ICMR- Dr. A.D. Engineer “**International House**” is a three – bedroom service residence, started on 22nd April 2022, as a “home away from home”, in Delhi, for ICMR senior level national and International guests. It offers short-term housing, normally for five days, for those looking for a homely and affordable place to stay. Located at Hailey Road, a central area in New Delhi, adjacent to the West Bengal Bhavan, our guest residents are primarily international scientists, researchers, public health professionals, visiting ICMR and/or its Institutes/Centres.

About Dr. A.D. Engineer

Dr. A.D. Engineer was Professor & Head of the Gynaecology Department, between 1953-76, at the King George’s Medical College, Lucknow, Uttar Pradesh, India. She was a globally renowned Obstetrician & Gynaecologist at her times. She donated this apartment measuring area of 1500+660 sq. ft, at this upscale locality, in the capital city of India. Her vision was to improve and share the knowledge across the world, on Medicine, Health Science and in particular Gynaecology.

The Guests

- International Scientists, Health Professionals, Researchers on ICMR visit
- Director level and above (past & present) of ICMR and other similar Scientific & Research Organisations of India

Pets

For reasons of hygiene, pets are not allowed in this facility.

Facilities

- Single/Shared Air-conditioned accommodation
- Food and beverages
- Washing Machine
- Kitchen with required utensils
- Cooking facilities
- Refrigerator
- Microwave oven
- Geyser
- Room heater

- Television
- Wi-fi
- Cook-cum-Attendent

Food & other beverages, on cost, shall be served at the dining space only and not in the rooms.

Charges*

- For Indian guests - INR 3000/- per day / per room
- For International guests - USD 50/- per day / per room

Food

The Guests can prepare their food, with their own ingredients, using the facilities.

If wanted to be served, the cost shall be

- Breakfast INR 200/- per plate / per person
- Lunch or Dinner INR 500/- per plate / per person

Breakfast items

- Bread with butter and jam, Bread with Omelette, Poha, Idly/dosa with sambar & chuttni, Roti with seasonal subji (any one).
- Fruits
- Tea/ Coffee

Lunch or Dinner

Vegetarian – Roti, seasonal subji, dal, rice, curd, salad, papad, fruit

Non-Vegetarian – Apart from above, with any one NV curry item like, chicken, mutton, egg or fish, as per availability

Decorum

We expect utmost dignity, decorum and discipline from the guests, during their stay and hope they will surely cooperate. If any unpleasant event reported, action as deemed necessary and fit shall be initiated.

Documents required

The guests are required to submit the following documents:

- Intent letter of invitation for the visit or tour approval
- Identity Card issued by the respective government / employer / organization
- Any other document, as enforced by the Govt.

For foreign visitors (apart from above)

- Copy of Passport first & last page and VISA page
- Self-declaration form, duly filled and signed by the visitor

For booking

Please contact – Mohd Ilyas,

Guest House Incharge

Mobile :- 9891070601

Phone :-011-26493145 / 26493045

Email :- icmrguesthouse450@gmail.com

By the order of the
Secretary Department of Health Research &
Director General of ICMR, New Delhi.

**SELF DECLARATION FORM TO BE FILLED BY ALL INTERNATIONAL PASSENGERS
(TO BE PRESENTED AT THE HEALTH & IMMIGRATION COUNTER)**

All persons coming to India are required to fill up the Proforma in duplicate & submitting a copy each to Health and Immigration Counter

Personal Information

1.	Name of the Passenger	
2.	Seat No.	
3.	Flight No.	
4.	Passport No.	
5.	Nationality	
6.	Age(in years)	
7.	Date of Arrival	
8.	Port of Origin of journey	
9.	Port of final destination	

Contact Address in India for All Travellers:

1.	House Number	
2.	Street/Village	
3.	Tehsil	
4.	District/City	
5.	State	
6.	PIN code.	
7.	Residence Number	
8.	Mobile Number * (mandatory field)	
9.	Email-ID	

(Part-A)

- a. Details of the cities/ countries visited in last 28 days _____
 b. Do you presently have any of the following symptoms:

Fever

Cough

Respiratory Distress

- Are you suffering from (Please indicate)-(Hypertension, Diabetes, Bronchial Asthma, Cancer, Under Immunosuppressive therapy, Post- Transplant patients or any other illness).

- I am not suppressing any relevant/ material facts and all the above stated information is correct to the best of my knowledge. Non-disclosure/ suppression of information may attract penal provisions.
- I undertake this journey at my own risk of contracting any disease including COVID 19 and Air India will not be liable for any costs incurred or damages suffered upon, either direct or indirect, as a result of or incidental to such illness and I release Air India from any liability of any kind arising there from. I shall follow Quarantine and/or any other instructions as prescribed by health authorities, at prescribed location, at my own cost on arrival at destination (14 days as prescribed currently).

Signature of the passenger

In case you develop symptoms such as fever and cough within 28 days of leaving this airport, restrict your outdoor movement and contact MoHFW'S 24 hours helpline number 011-23978046. Call operator will tell you whom to contact further, in the meanwhile keep yourself isolated in your house/room.