

ICMR, GUEST HOUSE  
Tel. Nos. 01126493145, 01126493045-FAX  
011-26493144

GRAM: Web-site: E-mail:

SCIENTIFIC  
[www.icmr.nic.in](http://www.icmr.nic.in)  
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**भारतीय आयुर्विज्ञान अनुसंधान परिषद**  
INDIAN COUNCIL OF MEDICAL RESEARCH  
V.RAMALINGASWAMI BHAWAN, ANSARI NAGAR,  
POST BOX 4911, NEW DELHI - 110029

Dated: 23/5/2013

No.ICMR/GH/2013

To

The Director/Director-in charge,  
All ICMR Institute / Centers,

Sub: - Revised rates regarding ICMR Guest House Accommodation.


Sir/Madam,

Please find enclosed herewith Office Orders dated 11/4/2013 regarding revised rates for Guest House. These rates may please be charged by all the Guest Houses of ICMR Institute / Centers with immediate effect.

This issue is with the approval of Competent Authority.

Yours faithfully,

(Agnes Xalxo)  
Sr. Administrative Officer  
For Director General

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| ICMR, GUEST HOUSE<br>Tel. Nos. 01126493145,<br>01126493045-FAX 011-<br>26493144   | GRAM: Web-site: F-mail:   | SCIENTIFIC<br><a href="http://www.icmr.nic.in">www.icmr.nic.in</a><br><a href="mailto:icmrhqds@sansad.nic.in">icmrhqds@sansad.nic.in</a> |
|  | <b>भारतीय आयुर्विज्ञान अनुसंधान परिषद</b><br><b>INDIAN COUNCIL OF MEDICAL RESEARCH</b><br><b>V.RAMALINGASWAMI BHAWAN, ANSARI NAGAR,</b><br><b>POST BOX 4911, NEW DELHI - 110029</b> |  |

No.ICMR/GH/2013

Dated: 11/4/2013


Sub: - Revised rates regarding ICMR Guest House Accommodation, at Hawa Singh Block, Asiad Games Village Complex, New Delhi-110049, Tel. No.01126493145, 01126493045, Fax No.01126493144.

**OFFICE ORDER**

A reference is invited to this office order No.ICMR/4/84-GH, dated 19/12/1995, relating to charges for accommodation in the ICMR Guest House per person/day.

The Director-General, ICMR has decided to revise the charges of rent at the following rates from the Guests, per person/day, as indicated below:

| <u>Sl. No.</u> | <u>Categories</u>  | <u>Revised Rates.</u>                |
|----------------|--|--------------------------------------|
| 1.             | ICMR Staff on Official Duty<br>Single Bed on sharing basis<br>One complete Room occupancy              | Rs.50/- per day<br>Rs.100/-per day   |
| 2.             | Non ICMR Staff on ICMR Duty<br>Single Bed on sharing basis<br>One complete Room occupancy              | Rs.50/- per day<br>Rs.100/-per day   |
| 3.             | ICMR Staff on personal Visit<br>& their Family Members<br>(Self,Wife,Mother/Father &<br>Children only) | Rs.100/-per day<br>Rs.200/-per day   |
| 4.             | Non ICMR Staff on personal<br>Visit.   | Rs.200/- per day<br>Rs.400/- per day |

  
 (Agnes Xalxo)  
 Sr. Administrative Officer,  
 For Director General

Cont.....2/-

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-: 2:-

No.ICMR/GH/2013


Dated: 11/4/2013

**THE TERMS AND CONDITIONS FOR BOOKING ACCOMMODATION IN GUEST HOUSE MAY ALSO BE SPECIFIED AS BELOW TO AVOID AMBIGUITY AND UNIFORMITY ACROSS THE INSTITUTES/CENTRES.**

1. Booking should be made at least 10 days before the schedule of visit, duly forwarded by the Competent Authority of the concerned Institute/Centers.
2. Allotment is subject to availability/eligibility and priority.
3. Only the individual allotted should be allowed to stay in the Guest House/Rooms. All visitors shall return back from the Guest House by 22.00 hrs.
4. Every effort should be taken by the Guest House Staff for the safety and security of Guests and their belongings. However the management shall not be responsible and the Guests should take care of their own belongings and safety.
5. A day shall be reckoned as 24 hours from the time of arrival.
6. The accommodation can be rented for a period of 7 days with the approval of Sr. A.O. which is extendable up to 15 days with the approval of ADG (A) and can be extended up to 30 days with the approval of Sr. DDG (A). Accommodation beyond thirty days can be provided with the approval of the D.G. (ICMR) where necessary.
7. The person(s) using the rooms will be responsible for damage or loss of property in the Guest House.
8. All Guests/Visitors are requested to enter the complete address/contact number in the Guest House Occupancy Register and indicate the date and time of arrival and departure (check-in and checkout). They must show their ID proof if demanded.
9. All Guests/Visitors are requested to make payment before leaving the Guest House.
10. Reservation of accommodation in the Guest House may please be sent duly signed by the S.O./P.S./P.A./ and counter signed by A.O. /Sr. A.O. of concerned division.
11. In case any Guests/Visitor visit the Guest House without prior accommodation letter from A.O., Sr. A.O. or HOD, the visit shall be treated as a personal visit.
12. Guests shall switch off fan, lights, geyser etc. while leaving the Room.
13. Please inform the Manager (Guest House) on arrival.
14. The Guest House closes at 10.00 p.m. Therefore, those reaching after 10.00 p.m. should write or inform to the Manager, directly well in advance to avoid any inconvenience.
15. Cooking in the room is not permissible.
16. Cancellation, if any, has to be made at least 7 days in advance, in case, the guest does not arrive within 24 hours of the commencement of booking, the entire booking shall be cancelled automatically.
17. The stay at the Guest House is governed by the rules for the purpose.

Cont.....3/-

*(Handwritten signature)*

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|  | <p style="text-align: center;"><b>भारतीय आयुर्विज्ञान अनुसंधान परिषद</b></p> <p style="text-align: center;">INDIAN COUNCIL OF MEDICAL RESEARCH<br/>         V.RAMALINGASWAMI BHAWAN, ANSARI NAGAR,<br/>         POST BOX 4911, NEW DELHI - 110029</p> |  |

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18. No unauthorized person(s) will be allowed to stay with or visit the person(s) provided with accommodation in the Guest House after 10.00 p.m.
19. Consumption of intoxicants/alcoholic products is not be permitted in the Guest House.
20. Complaint Book is available with the Manager (GH), Guests can give suggestions and lodge their complaint.
21. The booking for Outsider Guests (Non-ICMR) will only be confirmed, depending upon the availability of the rooms.

This issues with the approval of Competent Authority.



(Agnes Xalxo)  
 Sr. Administrative Officer,  
 For Director General

- Copy to: 1) PS to DG/Sr. DDG (A)/Sr. F.A.  
 2) All Chiefs of Division  
 3) All SO'S/AO'S/Sr. AO'S/ACO'S/Sr. ACO'S  
 4) All permanent Institute/Centers of the Council.  
 5) Sh. Virendra Kumar, T.O.-A (Manager), ICMR Guest House, N. Delhi-110049.