



GUESTHOUSEBOOKINGPOLICY

1. Introduction:

The Indian Council of Medical Research (ICMR) is India's apex body for biomedical research, dedicated to translating scientific discoveries into actionable health solutions that address national health priorities. The ICMR-National Institute for Implementation Research on Non-Communicable Diseases (NIIRNCD), Jodhpur, is one of the 27 institutes under ICMR. The institute was established as a successor to the erstwhile *Desert Medicine Research Centre (DMRC)* and continues to contribute significantly to public health research, particularly in the field of non-communicable diseases.

To facilitate the stay of visiting scientists, technologists, and other professionals, the institute operates a well-furnished Guest House. The facility maintains high standards of safety and security in accordance with the General Financial Rules (GFR), 2017. The Main Guest House comprises eight (08) rooms, including two suites—preferably for officers of Level 14 and above, and six standard rooms.

In addition, a Guest House Annexe. The annexe is primarily intended for internship/dissertation students, JRFs, and SRFs, etc, though it may also be allotted to other guests subject to availability and the discretion of the competent authority.

2. Guest House–Booking Process:

The Director and Chairperson of Guest House Management Committee (GHMC) have the authority to allocate the rooms.

All booking requests must be submitted **at least five (05) working days in advance** through the proper channel, either by email or official letter from the concerned department/institution.

Allotment of rooms in the Guest House shall be on a first-come, first-served basis. However, preference will be given to ICMR officials.

The room shall be allotted preferably after receiving duly filled **Guest House Form (Form GHF-1)**.

No request shall be entertained without duly filled room allotment form.

Requests should be sent to director-niirncd@icmr.gov.in with a copy marked to niirncdguesthouse@gmail.com

Any Non-ICMR official visiting or staying without a prior accommodation letter/email through the proper channel shall be treated as a “Non-ICMR Official on Personal Visit”, and charges shall apply accordingly.

As the institute remains closed on Saturdays and Sundays, this should be taken into account while submitting requests.

Oral or telephonic requests will not be considered unless followed up by a formal written or email communication.

3. Duration of Stay (as per category):

Official Visit: Maximum stay of seven (07) days, subject to room availability and institutional requirements.

Personal Visit: Maximum stay of three (03) days, permitted only under exceptional circumstances with prior approval of the Competent Authority.

Interns/Students: Maximum stay of fifteen (15) days, subject to approval of the Competent Authority.

4. Booking Confirmation:

Once the request has been processed, an official booking confirmation will be communicated to the guest by email through the Office of the Director, ICMR-NIIRNCD, Jodhpur.

5. Walk-in Accommodation:

Walk-in requests for accommodation are generally not encouraged. However, under special circumstances, they may be considered subject to:

- I. Availability of rooms
- II. Approval from the Competent Authority, ICMR-NIIRNCD
- III. Submission of GHF-1 details at the time of check-in.

6. Room Tariff and Booking Priority:

Allotment of rooms in the Guest Houses shall be made strictly in order of priority and subject to availability. The following table indicates both the priority order and the applicable charges (per room per day):

Priority No.	Category of Visitor	Charges (Per Room/Per Day)
1.	ICMR staff on official duty	₹500.00 + applicable taxes
2.	ICMR officials on personal visit (including self/family)	₹500.00 + applicable taxes
3.	Non-ICMR officials on ICMR duty	₹500.00 + applicable taxes
4.	Non-ICMR officials on official duty	₹1000.00 + applicable taxes
5.	Non-ICMR officials on a personal visit	₹1,000.00 + applicable taxes
6.	Internship/Dissertation students/JRFs, SRFs, short-term/other students or fellows, Research Associates, Post Doctoral Fellows/ Non Institutional Project Manpower / Outsourced Manpower On Official Duty, Any Other Student.	₹250.00 + applicable taxes

Suite Room - Reserved for VIP guests (Level-14 and above) or as specially approved by the Director. Allotment shall be made only after obtaining approval from the Director, NIIRNCD, Jodhpur.

No charges will be applicable for official guests invited as an expert/resource person for meetings, workshops, or conferences at ICMR-NIIRNCD, Jodhpur. To avail this waiver, details of the official event or a copy of the permission must be enclosed with Form GHF-1.

For Internship/Dissertation students, JRFs, SRFs, and other short-term students, room charges shall be applicable per bed.

7. Timings:

- i. **Check-In Timings**—12:00 noon
- ii. **Checkout Timings**—12:00 noon

Note: 2-hour early check-in/late check-out is allowed subject to availability. After that, stay more than 8 hours shall be treated as one day. Any stay less than 8 hours will be treated as half day and charged at 50%. Any overnight stay will be charged at 100%.

8. Check-In Requirements:

All guests must produce a valid **Office/Government-issued ID** (e.g., ICMR/Institutional ID) along with a **Voter ID or Aadhaar Card** during check-in at the main gate and/or reception.

For bulk bookings (e.g., conferences/workshops), a pre-approved participant list must be submitted in advance during the booking request.

Guests must cooperate with security personnel & Office Staff during verification.

9. Payment Procedure:

All guests must settle their outstanding dues, including the food bill payment in **Cash or Online** at the time of check-out from the Guest House.

Taxes are applicable extra as per government policy.

The person in whose name the booking has been made shall be solely responsible for making the payment at the time of check-out.

In case the booking is made by an Institute or Government Office, the organizing or booking officer/person from that office shall be responsible for ensuring full payment at the time of check-out for all guests whose rooms have been booked under that reservation.

Failure to make payment at the time of check-out will result in the concerned Institute/Office **being blacklisted for any future bookings** at the Guest House.

10. Cancellation Policy:

Cancellation requests must be submitted **at least 03 days in advance** of the scheduled check-in date.

Any **change, extension, or cancellation** of booking must be intimated promptly via email to director-niirncd@icmr.gov.in, with a copy to niirncdguesthouse@gmail.com

In case, the Guest does not arrive within 24 hours of the commencement of booking, the entire booking shall be **CANCELLED** automatically.

11. Canteen and Dining facilities:**Timings:**

- | | |
|--------------|--------------------|
| a. Breakfast | 08:00AM to 09:00AM |
| b. Lunch | 01:00PM to 02:30PM |
| c. Dinner | 08:00PM to 09:30PM |

Charges will be applicable as per the institute fixed rates.

Extra Charges may be applied for preparing food on demand.

Rates may be revised by management of NIIRNCD, Jodhpur, if required.

Meals will be provided in Dining hall of guesthouse.

Fixed number of meals for the official guests and paying guests will be cooked on order placed in advance (at least 3 hrs. prior to scheduled meal time) to avoid any inconvenience.

No cancellation will be made once order is placed.

Only the order quantity will be cooked.

12. Contact Information: For inquiries or submission of booking requests, please contact:**Dr. Janesh Kumar Gautam**

Scientist-C & Chairperson, GHMC

Tel.: 0291-2729739 | M.No.: 9013672978

Email: janesh.k@icmr.gov.in

Shri Pankaj Sharma

PA to Director

Tel.: 0291-2722403 | M.No.: 8769814662

Email: sharma.pj@icmr.gov.in

Mr. Rahul Ranjan

Guest House, Caretaker

M.No.: 7277397374

Email: ranjan.r@icmr.gov.in

Note: Guests are requested to inform the Caretaker, upon arrival.

Sd/-
Director
ICMR-NIIRNCD, Jodhpur

General Information/Rules

- i. The Guest House shall be under administrative control of the Director, NIIRNCD, Jodhpur and Chairperson, Guest House Management Committee (GHMC).
- ii. Allotment of rooms in the Guest House shall be on a *first-come, first-served* basis. However, preference will be given to ICMR officials.
- iii. The Director, ICMR-NIIRNCD reserves the right to CANCEL any confirmed booking in case of any need for repair works / VIP movement / to accommodate VIPs / to accommodate ICMR officials / any other need, for which no representation/request will be entertained.
- iv. Room allotment will be made based on availability, eligibility, and the priority criteria outlined in Section 5, with charges applied as per the accommodation rates specified therein.
- v. No unauthorized person(s) shall be allowed to stay with or visit the guest(s) after 10:00 PM.
- vi. The Guest House closes at 10:00 PM. Guests arriving after this time must inform the caretaker well in advance to avoid inconvenience.
- vii. The Institute/Guest house shall not be responsible for any loss or damage to the guests or their property in any case during their stay.
- viii. If any damage to the property of guest house or institute is done by the guest, they shall be held responsible and appropriate action may be taken by the institute including payment of damage.
- ix. The referring employee of the institute for non-official guest will be responsible for any unauthorized activity done by the guest and/or any payment not made by them.
- x. All Guests/Visitors must enter their complete address and contact number in the Guest House Occupancy Register, along with check-in and check-out details.
- xi. A Complaint/Feedback Book form is available with the caretaker. Guests may record suggestions, feedback, or complaints for consideration by the management.
- xii. Guests are requested to switch off lights, fans, geysers, and other electrical appliances when leaving the room.
- xiii. No assets or any items of Guest House will be allowed to be taken outside the guest house.
- xiv. Guests must treat guest house staff, security personnel, and office staff with courtesy, cooperate fully, and provide necessary information when requested. Any inappropriate behaviour or misconduct will lead to immediate cancellation of the booking, and the guest will be blacklisted from future guest house reservations.
- xv. Each room may accommodate a maximum of two persons, with a child up to 8 years allowed to stay with them; no extra bedding, matting, or blankets will be provided.
- xvi. If a driver requires accommodation or is staying with an officer, prior intimation is mandatory; last-minute requests will not be considered.
- xvii. No illegal substances are allowed in the premises.
- xviii. Guest house premises is **No-Smoking and Alcohol-free zone**. Smoking, drinking alcohol and drugs in rooms is strictly prohibited.
- xix. Cooking or use of personal heating/cooking appliances in the rooms is strictly prohibited.
- xx. Pets are not allowed within the Guest House premises.
- xxi. The stay at the Guest House shall be governed by the rules and policies prescribed by the Institute.

Sd/-
Director
ICMR-NIIRNCD, Jodhpur