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INDIAN COUNCIL OF AGRICULTURAL RESEARCH
NASC Complex, New Delhi-110 012
(International Guest House)

F.No. 17-1/2004-E&M

Dated the 14th November, 2011


To

All Director/Project Directors of Research Institutes/
NRCs/Bureaux/Project Directorates under the ICAR system
& All VCs of SAUs

Sub:- **Booking of accommodation at IGH, NASC Complex – Regarding**

It has been decided that henceforth the request for booking of the accommodation may be addressed to the Under Secretary (E&M) in the revised format **(copy enclosed)**. The same can be sent either by Fax No.011-25848029 or through e-mail: usem@icar.org.in.

The revised application can also be downloaded from ICAR Website www.icar.org.in. This supercedes all our earlier circulars.


(Sanjay Gupta)
Director (Admn.)

Distribution:-

1. All Officers/Sections of ICAR Hqrs. Krishi Bhawan/KAB-I/KAB-II & NASC Complex, New Delhi.
2. All Notice Boards at Krishi Bhawan/KAB-I/KAB-II & NASC Complex, New Delhi.
3. All Officers/Sections of DARE.
4. PPS to Secretary, DARE & DG, ICAR.
5. PPS to Addl. Secretary, DARE & Secretary, ICAR.
6. PPS to Addl. Secretary, DARE & F.A. DARE/ICAR.
7. Sh. Hans Raj, Information System Officer, DKMA, KAB-I, New Delhi for uploading the same on ICAR Web-site.
8. Guard file.

PS

Display in CAH

23 Dec 2011



**Application Form for Allotment of Accommodation
at International Guest House
National Agriculture Science Complex
Dev Prakash Shastri Marg, Opposite Dugbara Village, New Delhi-12**

Name						
Designation						
Full Official(if employed) or Full Residential Address						
Telephone No.	Mobile.....		Office.....		Res.....	
Purpose of Visit	Official			Private		
Description of Visit						
Category (please mark)	ICAR/SAU	Retired ICAR/SAU	Central/State Government	Retired Central/State Government	Foreigners	PSU/Others
Duration of Stay	From:			To:		
Accommodation Requested	Single Bed		Double Bed Room		VIP Suit	
Total No. of Persons						
Signature with Date						

To

**Under Secretary(E&M)
Estate & Maintenance Section
NASC Complex, New Delhi-110 012
Tel/Fax No. 011-25848029
Email-usem@icar.org.in**

For Official Use Only

Recommended for _____ Single Room(s)/ _____ Double Bed Room(s) _____ VIP Suite(s) for _____ days, from _____ to _____ for _____ Persons.

Authorized Signatory

Caretaker(IGH)

Room No. Alloted _____ from _____ to _____

Caretaker(IGH)

Important instructions for allotment of rooms at International Guest House

1. Allotment of rooms in the Guest House shall be on the first come first serve basis. However, preference will be given to ICAR/SAU officers on official visit.
2. Generally, allotment of rooms shall not be made for marriage and personal functions.
3. If allotment made to others it can be treated as cancelled/shifted in case it is required for departmental or VIP use.
4. 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 who have booked the accommodation e.g. if an ICAR employee is booking an accommodation for a private person, charges will be as applicable to "others" and not "ICAR charges".
5. Generally, not more than 20 beds will be booked for any Seminar/Conference at a time. Preference will be given to those who are holding the Conference/Seminar in the ICAR Conference facilities.
6. Maximum continuous stay in the Guest House accommodation would be for 12 days subject to availability.
Request for allotment of accommodation should be sent at least two days in advance only on the prescribed application format through FAX(011-25848029) or through Email-usem@icar.org.in
7. Confirmation of accommodation must be enquired from the Caretaker (IGH), NASC before proceeding, on any working day between 3.00 PM to 5.00 PM on telephone no.011-25843145.
8. Liquor/smoking is strictly prohibited in the Guest House premises.
9. Pets are not allowed in the Guest House.

REVISED ROOM RENT CHARGES PER DAY IN RESPECT OF VARIOUS TYPES OF ACCOMMODATION AT THE INTERNATIONAL GUEST HOUSE.

(w.e.f. 02.11.2010)

S.No.	Category	Single Bed Sharing Basis	Double Bed Room	Suite Room
1.	Serving and retired officers of NARS (ICAR/SAU) on private visit	300/-	400/-	500/-
2.	Serving and retired officers of NARS (ICAR/SAU) on official visit	500/-	800/-	1000/-
3.	Serving Officers of Central/State/Autonomous organizationa/PSUs on official or private Visit	600/-	1000/-	1200/-
4.	Private visitors i.e. other than ICAR, SAUs, Central or State Govt. etc.	1500/-	2000/-	3000/-
5.	Foreign Visitors (SAARC Countries)	2000/-	3000/-	3500/-
6.	Foreign Visitors (Other than SAARC Countries)	3000/-	4000/-	5000/-