



**भाकृअनुप - भारतीय तेल ताड़ अनुसंधान संस्थान**  
**ICAR-Indian Institute of Oil Palm Research**  
 ( An ISO 9001:2008 Certified Institute )  
 पेदवेगी-534 450, पश्चिम गोदावरी जिला, आंध्र प्रदेश, भारत  
 Pedavegi-534 450, West Godavari District, Andhra Pradesh, India



F.No.50/Miscellaneous/2023-24

14<sup>th</sup> November 2023**OFFICE ORDER**

In compliance to the Council's Office Order F.No, GAC-12-4/2023-F&M, Dated 10<sup>th</sup> October, 2023, Guest House charges at ICAR-IIOPR, Pedavegi and Research Centre, Palode has revised the room rent charges based on the following classification:

Sl. No.	Facilities	AC Room per Bed (Rs.)	Non-AC Room per Bed (Rs.)	Suit Room per Bed (Rs.)
1	Serving and Retired Officers of NARS (ICAR/SAU) on Private Visit	300	200	500
2	Serving and Retired Officers of NARS (ICAR/SAU) on Official Visit	450	300	1,000
3	Serving Officers of Central/ State Autonomous Organizations/ PSUs on Official or Private Visit	800	500	1,500
4	Private Visitors i.e. other than ICAR, SAUs, Central or State Govt. etc.	1,000	750	2,000
5	Foreign Visitors (SAARC Nation)	2,000	1,800	3,000
6	Foreign Visitors (Other than SAARC Nation)	3,000	2,500	4,000
7	Farmers/ Students on Training	---	75	---

**Terms & conditions for booking of rooms at Guest House and Farmers Hostel:**

- Allotment of rooms in the Guest House/Farmers Hostel shall be on first come first serve basis. However, preference will be given for ICAR/DARE officials coming on official visit.
- It is mandatory for guests to present a valid Photo Identification at the time of check-in. According to government regulations, a valid Photo ID has to be carried by every person to stay in Guest House to ascertain their identity. The identification proofs accepted are Office ID Card, Driving License, Voter ID Card and Passport. Without valid ID, the guest will not be allowed to check-in.
- Check out time is 24 hours.
- PAN Card is not accepted as a valid ID Card.
- Generally, allotment of guest rooms shall not be made for marriage and personal functions.
- Allotment can be treated as cancelled/ shifted in case it is required for VIP use/ exigency.
- 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 of the officer who has booked the accommodation e.g. If any ICAR/DARE employee is booking an accommodation for a private person, charges will be as applicable to "private visitor" and not "ICAR Charges".
- The Guest Room Rent charges are on existing pattern i.e., if a single bed(3'x6') arranged in one room, the charges should be per room per person per day and if two or more beds are arranged in one room, the charges should be single bed per person per day.
- Dependent family members of ICAR/DARE employees-spouse and children can be treated within the category of ICAR employees (personal visit) for the purpose of charging tariff. The dependent family member has to furnish the copy of the Identity Card of the ICAR official, she/ he is related to. This facility will not be available for Non-ICAR employees, they will be charged as per their actual category, as detailed at point No.7.
- VIP guests of the Ministers of Agriculture (Union as well the state) and the Director General, ICAR will be charged as ICAR official Category rates, only when a written request (fax/email) is received from their offices, or else they will be charged as per their actual category, as detailed at point NO.7.

11. Maximum continuous stay in the Guest House/Farmers Hostel would be for a period of 15 days subject to availability. This can be reviewed on "case to case basis" by the Director, ICAR-IIOPR, Pedavegi.
12. To avoid inconvenience, request for allotment-of accommodation should be sent well in advance or at least two days in advance on the prescribed application format through fax 08812-259531 /email: director.iopr@icar.gov.in
13. Liquor/Smoking is strictly prohibited in the Guest House premises.
14. Pets are not allowed in the Guest House.
15. Guests shall be liable for any damage, except normal wear and tear to Guest Room/ Hostel Room asset. Guest shall keep the Guest Room/Hostel Room in a good condition and maintain cleanliness.

  
Administrative Officer i/c. 14/11/23

Distribution to:

- 1) All ICAR institutes through email.
- 2) The Officer-Incharge, Guest House, ICAR-IIOPR, Pedavegi.
- 3) The Scientist-Incharge, AKMU, ICAR-IIOPR, Pedavegi – with a request to upload in our institute website.
- 4) PS to the Director for information of the Director.