



भाकृअनुप - भारतीय तेल ताड़ अनुसंधान संस्थान

ICAR-Indian Institute of Oil Palm Research

(An ISO 9001:2008 Certified Institute)

पेदवेगी-534 450, पश्चिमी गोदावरी जिला, आंध्र प्रदेश, भारत

Pedavegi-534 450, West Godavari District, Andhra Pradesh, India



F.No.40/Guest House/2019-20

22nd October 2019

CIRCULAR

In supersession to earlier room rent charges in respect of Guest Room accommodation at ICAR-IIOPR, Pedavegi, the same has been re-revised w.e.f. 01st September 2019 in pursuance to Council's letter vide F.No.12-7/2016-E&M dated 31st August 2019 as per details given below:

Sl. No.	Facilities	AC Room per Bed (₹)	Non-AC Room per Bed (₹)	Suit per Bed (₹)
1	Serving and retired officers of NARS (ICAR/SAU) on private visit	150	80	200
2	Serving and retired officers of NARS (ICAR/SAU) on official visit	250	150	500
3	Serving and retired officers of Central/State/Autonomous organizations/PSUs on official or private visit	300	200	600
4	Private visitors i.e. other than ICAR, SAUs, Central or State Government etc.	500	300	700
5	Foreign Visitors (SAARC Countries)	1600	1400	2000
6	Foreign Visitors (Other than SAARC Countries)	2500	2000	3000

Detailed guidelines and terms & conditions for booking of Guest House at ICAR-IIOPR, Pedavegi :

1. Allotment of rooms in the Guest House shall be on first come first serve basis. However, preference will be given for ICAR/DARE officials coming on official visit.
2. **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 Licence, Voter ID Card and Passport. Without valid ID the guest will not be allowed to check-in.**
3. Check out time is 24 hours.
4. PAN Card is not accepted as a valid ID Card.
5. Generally, allotment of guest rooms shall not be made for marriage and personal functions.

6. Allotment can be treated as cancelled/shifted in case it is required for VIP use/ exigency.
7. **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".**
8. **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.**
9. 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.
10. 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 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.iiopr@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 asset. Guest shall keep the Guest Room in a good condition and maintain cleanliness.

This issues with the approval of the Director.


22/10/2017
Guest House In-charge

Distribution:

1. All Scientists/Officers of ICAR-IIOPR, Pedavegi.
2. SIC, ICAR-IIOPR, RS, Palode for information.
3. PS to Director for kind information of the Director.
4. Dr.K.L. Mary Rani, Pr. Scientist with a request to make this re-revised circular to be available on the website of ICAR-IIOPR, Pedavegi.
5. Notice Board.
6. Concerned File.