

**Training Cum Farmers Hostel/Guest House
ICAR- Directorate of Weed Research, Jabalpur (M.P.)**

Terms & conditions for booking of accommodation at the Guest House

1. Allotment of rooms in the Guest House shall be on first come first serve basis. However, preference will be given for ICAR/DARE officers coming on official visit.
2. Check out time is 24 hours.
3. It is mandatory for guests to present valid photo identification at the time of check-in. According to government regulations a valid photo identity has to be carried by every person staying at the Guest House, **The identification proofs accepted are Office ID card, Aadhar card, Driving License, Voter ID, and passport.** Without valid identity the guest will not be allowed to check-in.
4. **Room rent charges will be applicable as per Council's letter F. No. GAC-12-4/2023-E&M Dated on 10th October, 2023. Rent payment must be made through digital medium (UPI, Debit card & Net Banking).**
5. Allotment can be cancelled/shifted in case it is required for official or VIP use/exigency.
6. 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".**
7. Dependent family members of ICAR/DARE employees – spouse and children can be treated within the category of ICAR employee (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. 6.
8. The Guest House room rent charges are on existing pattern i.e. if a double bed (approx 6 ft. x 6 ft. size) is arranged in one room, the charges will be on per room per day basis. In case two beds (single bed of approx 6 ft. x 3 ft. size) are arranged in one room, it will be halved and dealt accordingly. Payment will be strictly charged on bed basis only and not person basis.
9. Maximum continuous stay in the Guest House would be for a period of 15 days, subject to availability. This can be renewed on case to case basis by the Director.
10. To avoid inconvenience, request for allotment of accommodation should be sent well in advance or at least 2 days in advance only on the prescribed application format through Fax 0761-2353129 or email guesthousedwr@gmail.com no verbal request will be entertained.
11. Generally, allotment of rooms shall not be made for marriage and personal functions.
12. **Liquor/smoking is strictly prohibited in the Guest House rooms/premises.**
13. Pets are not allowed in the Guest House.
14. Guest shall be liable for any damage, except normal wear and tear to Guest House asset. Guest shall keep the Guest House in a good condition and maintain cleanliness.