

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

Important instruction for allotment of Rooms at ICAR-DWR 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/SAU officers coming on official visit & check out time is 24 hours.
2. It is mandatory for guests to present valid photo identification at the time of check-in. According to government regulations a valid photo ID has to be carried by every person above the age of 18 staying at the Guest House, **The identification proofs accepted are office ID card, Driving License, Voter ID, Aadhar card and passport. without valid ID the guest will not be allowed to check-in.**
3. **Room rent charges will be applicable as per Council's letter F.No. 12-7/2016 E&M Dated on 31-08-2019. Rent payment must be made through digital medium (Debit card/RTGS/NEFT & Net Banking).**
4. Generally, allotment of rooms shall not be made for marriage and personal functions.
5. Allotment can be treated as cancelled/shifted in case it is required for departmental or VIP use etc.
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 an ICAR employee is booking an accommodation for a private person, charges will be as applicable to "Private Visitor" and not "ICAR charges".**
7. Maximum continuous stay in the Guest house would be for a period of 12 days subject to availability. This can be renewed on case to case basis by the Directorate.
8. To avoid inconvenience, request for allotment of accommodation should be sent well in advance or at least two days in advance only on the prescribed application format through Fax 0761-2353129 or mail guesthousedwr@gmail.com no verbal request will be entertained.
9. Confirmation of accommodation can be enquired from the Caretaker, Guest House, before proceeding on any working day between 10.00 A.M. to 5.00 P.M. on telephone no. 0761-2353921 after one working day from the time of sending the request.
10. **Liquor/smoking is strictly prohibited in the Guest House premises.**
11. Pets are not allowed in the Guest House.
12. The Guest House room rent charges are on existing pattern i.e. if a single bed is arranged in one room, the charges should be on per room per person per day basis. if two or more beds are arranged in one room, the charges should be for single bed per person per day.
13. 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.