

## **Guidelines for stay in ICAR-CIBA Indicus Trainees Hostel / Farmer's facilitation Centre**

- Allotment of rooms in the Trainees hostel shall be on first come first serve and sharing basis.
- ICAR/DARE officials coming on official visit will be given priority for room allotment.
- Submission of a copy of a valid identity card is a must for all the guests seeking accommodation in the Trainees hostel, to ascertain their identity.
- Check out time is 24 hours and day charge will be applicable as per ICAR guidelines.
- Allotment can be treated as cancelled/shifted in case it is required for VIP use/ exigency.
- All the Executive rooms will be booked on sharing basis unless asked specifically for single occupancy.
- The room rent charges shall be applicable as per the employment status of the guest staying in the Trainees hostel and not as per the status of the officer who has booked the accommodation, e.g. if any ICAR employee is booking an accommodation for a private person, charges will be as applicable to "private visitor" and not "ICAR charges". This will be decided by the ID card produced at the reception counter during entry.
- 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 earlier.
- Children above 5 years will be charged full rate.
- 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 respective offices, or else they will be charged as per their actual category, as detailed at point no. 6.
- Maximum continuous stay in the Trainees hostel would be for a period of **4 days** subject to availability. This can be reviewed on case to case basis by the authority, ICAR-CIBA
- To avoid inconvenience, request for allotment of accommodation should be sent well in advance or at least 4 working days in advance on the prescribed application format through fax or email.
- Liquor /smoking are strictly prohibited in the Trainees hostel premises.
- Pets are prohibited in the Trainees hostel.
- An inventory of articles for use in the rooms is available in each room. The guests are requested to check these items at the time of occupying the room. The responsibility for any missing item will, thereafter, rest with the guests. The Institute shall not be responsible for any loss or damage to personal or the properties of any occupant during his/her stay in the Trainees hostel.
- The guests are responsible for proper use and upkeep of the materials/fixtures provided in the rooms as also in the Trainees hostel. They shall be liable to pay charges for any loss or damage caused by them during their stay.
- The guest is expected to maintain harmony and good behaviour during his/her stay failing which allotment will be cancelled.
- If requisition made on single occupancy basis, then user has to pay tariff of both the bed (i.e. double).

### **To contain the spread of novel Coronavirus (COVID-19)**

**All guests to follow:** Wearing of masks, physical distancing, hand hygiene and strict adherence to SOPs issued by MoHFW. RT-PCR negative results or vaccination certificate to be produced, if demanded.

## Charges Applicable

### Single bed per person per day charges AC Guest Rooms

Sl. No.	Category	Purpose	INDICUS Executive Rooms			Farmer's facilitation Centre and Accommodation Facility at Muttukadu	
			A/C Bed Room Twin Sharing* (Rs.)	A/C Bed Room Single Occupancy (Rs.)	VIP Suite (A/C) (Rs.)	A/C Bed Room Twin Sharing (Rs.)	A/C Bed Room Single Occupancy (Rs.)
1.	Serving and retired employees of ICAR/SAUs	Official visit	375	750	1500	225	450
		Private Visit	250	500	800	150	300
2.	Serving employees of State / Central Govt. / Autonomous Org. /PSUs	Official / Personal Visit	500	1000	2000	400	800
3.	Private Visitors	NA	750	1500	2500	500	1000
4.	Foreign visitors (SAARC)	Official visit	1500	3000	3500	1000	2000
5.	Foreign visitors (others)	Official visit	2000	4000	4500	1500	3000

\*- Room is on twin sharing basis, single occupancy request will attract 2X rates



**INDIAN COUNCIL OF AGRICULTURAL RESEARCH**  
**KRISHI BHAWAN: NEW DELHI**

**F. No. GAC-12-4/2023-E&M**

**Dated: 22<sup>nd</sup> April, 2024**

Sub: Revised room rent and consolidated instructions in respect of various types of accommodation at ICAR Guest Houses – FAQs thereof.

Ref: *F. No. GAC-12-4/2023-E&M dated: 10<sup>th</sup> October, 2023*

**1. Two room rent charges have been specified in Annexure-I of above letter/communication. Applicability of both may kindly be specified.**

**Clarification:** SI. No. (I) of Room Rent Charges is for International Guest House (IGH), NASC Complex, ICAR Hqrs. only and not applicable to any other ICAR Guest House, located anywhere in India. In case of ICAR Institute Guest Houses (Other than IGH, NASC, ICAR Hqrs.) rates mentioned at Sr. No. (II) would only be applicable.

**2. Rates per bed have been fixed by the above letter/communication. In case of sharing, how the payment would be regulated.**

**Clarification:** The aforesaid letter/communication clearly specifies in the foot note No. (2) that “the charges are fixed as per bed (double bed of approx. 6 x 6 feet size). In case of single bed, it will be halved and dealt accordingly. Similarly, if due to official exigencies or shortage of space or with mutual consent, more than one officer shares a bed, in that case, the treatment would be similar, as in case of single bed, i.e. the charges would be levied for each person in equal proportion, so as to ensure that the rates fixed by the aforesaid order are not exceeded in total. Eg. if two officers share a double bed (6 x 6 feet size) A.C. Room in ‘X’ class city on official visit, then the total applicable charges of Rs.750/- would be payable in equal proportion of Rs.375/- each. Receipts may be issued accordingly.

**3. If a Room is booked by an ICAR Employee for and his family/ guests, what charge would be applicable (ICAR rate or private rate)?**

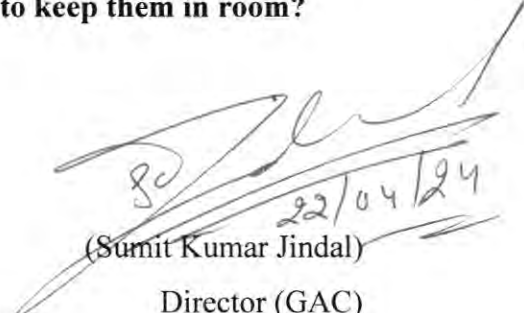
**Clarification:** It has already been clarified at SI. No. (6) of the terms and conditions that Room Rent Charges shall be applicable as per the status of the guest staying in the Guest House and not as per the status of the officer, who has booked the accommodation. This is applicable in all cases throughout all ICAR Guest Houses located pan India. For dependent family members, SI. No. (7) of the terms and conditions shall apply.

**4. If the guest stays beyond 12:00 P.M. whether next day charge would be payable by them?**

**Clarification:** As already clarified at SI. No. (2) of the terms and conditions, check out time would be 24 hours. As and when 24 hours are exceeded, next day charge would be payable.

**5. Are pets allowed in the Guest House if the occupant agrees to keep them in room?**

**Clarification:** Pets are not allowed in the Guest House.

  
22/04/24  
(Sumit Kumar Jindal)  
Director (GAC)

Distribution:

1. The Directors/ Project Directors of all ICAR Institutes/ National Research Centres/ Project Coordinator Units/ ATARIs/ Bureaux, etc.
2. PSO to DG, ICAR/ Sr. PPS to Secy., ICAR/ PPS to FA, ICAR.
3. Media Unit for uploading on e-office and ICAR website.
4. Guard file/ Spare copies.

## Application Form for Allotment of Accommodation

### ICAR-Central Institute of Brackishwater Aquaculture

Please tick (✓)

Indicus Hostel Main Campus

Muttukadu Farmers'

Felicitation Centre Accommodation

Name				
Designation				
Full Official address (if employed) or Full Residential address				
Contact Details	Mobile No.	Office Phone No.	Email ID	
Purpose of visit (please tick)	<b>Official</b>		<b>Private</b>	
Description of visit				
Category ( please tick)	<b>ICAR/SAU</b> Serving or retired	<b>Serving</b> Central/State Govt. / Autonomous / PSUs	<b>Private</b> Visitor	<b>Foreigner</b> SAARC / Others
Duration of Stay	Check-in Date :		Check-out Date :	
	Check-in Time :		Check-out Time :	
Accommodation requested (CIBA Main Campus) – (Please tick)	<b>Executive Rooms</b>			
	Single occupancy (tariff will be double)	Double Bed sharing	Triple bed sharing	Seven bed sharing
Total No. of persons (Above 5 years age)				
Dated :	Signature :			

**To**

**The Director**

Central Institute of Brackishwater Aquaculture 75,  
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Ph. No: 044-24618817, 24616948, 24610565, Ext: 700 ;  
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**For Official Use Only**

Recommended for Double Bed Room (s) / VIP suite From _____ To _____ for _____ Persons.  <b>Available / Not available</b>  <b>Room No.</b>	
<b>OIC, Trainees Hostel</b>	<b>Authorised Signatory</b>