

### **Additional Information about Bookings & Rooms**

Accommodation shall be provided subject to the availability of rooms at the time of arrival of the guests. Check-out time is 24 hrs from the time of arrival. The guest may check in at any time, however, for the purpose of accounting, a day means 24 hours from the time of occupancy/arrival. Fraction of day will be counted as full day. All dues should be cleared before departure during office hours preferably (10 AM-4 PM) on working days. Please demand official receipts for payments made. Allotment of rooms in the guest House shall be on first come first serve basis. However, officers from the ICAR and SAU's who are visiting on official tour shall be given preference. Allotment can be treated as cancelled/shifted in case it is required for departmental use.

The Guest Houses provide beddings (bed sheet, pillow, sheet, pillow-cover, blanket, mattress, towels, bathroom slippers etc.). 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 guests are responsible for proper use and upkeep of the materials/fixtures provided in the rooms. They shall be liable to pay charges for any loss or damage caused during their stay. We also offer our guests free use of the internet via a PC in reception.

#### **Do's and Don'ts**

##### **Do's**

- Keep the room neat & clean
- Use dustbin
- Switch off AC/Cooler/ Fan/ Light/ Heater/ TV before leaving the room
- Handover room key to the caretaker before leaving
- Follow mess timing for Breakfast (8.30-9.30am), Lunch (1.00-2.00pm) & Dinner (8.30-9.30pm)
- Return the guest house before 10.00 pm

##### **Don'ts**

- Persons staying in the guest house are not entitled to bring unauthorized guest(s) to stay with them
- Smoking and consumption of alcoholic drinks in the guest house are strictly prohibited
- Cooking is not allowed in the room
- Institute authorities are not responsible for valuable items kept in the rooms.

- All visitors coming to see a guest staying in the guest house shall have to make entries in the register available with the security guard at main gate.
- Pets are not allowed in the guest House.