



F. No. 7-1/Misc. Corr./2013-19/Guest House

Dated: 05.09.2019

**// CIRCULAR //**

6 SEP 2019

In pursuance of the ICAR letter F. No. 12-7/2016-E&M dated 31<sup>st</sup> August, 2019, Director, ICAR-CAZRI, Jodhpur is pleased to fix the room tariffs/room rents per person per bed and detailed guidelines, terms and conditions of booking of rooms in the International Guest House, ICAR-CAZRI, Jodhpur as follows:

S. No.	Category	AC Bed Room		Suite	
		Official visit	Private visit	Official visit	Private visit
1.	Serving and retired officers of NARS (ICAR/SAUs)	250/-	150/-	500/-	200/-
2.	Serving Officers of Central Govt./State Govt./ Autonomous organizations/ PSUs	300/-	300/-	600/-	600/-
3.	Private visitors i.e. other than ICAR, SAUs, Central or State Govt. etc.	-	500/-	-	700/-
4.	Foreign Visitors (SAARC Countries)	1600/-	-	2000/-	-
5.	Foreign Visitors (Other than SAARC Countries)	2500/-	-	3000/-	-

**Detailed guidelines and terms & conditions for booking of International Guest, ICAR-CAZRI, Jodhpur:**

1. Submission of a copy of a valid card is a must for all the guests seeking accommodation in the guest house, to ascertain their identity.
2. Check out time is 24 hours.
3. 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.
4. Booking for guests will be done/approved by the Director/Officer In-charge, Guest House, ICAR-CAZRI, Jodhpur.
5. Allotment can be treated as cancelled/shifted in case it is required for VIP use/exigency.

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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 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. 6.
8. 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/mail) is received from their offices, or else they will be charged as per their actual category, as detailed at point no. 6.
9. 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.
10. To avoid inconvenience, request for allotment of accommodation should be sent well in advance or at least two days in advance through fax/e-mail.
11. Liquor/smoking is strictly prohibited in the Guest House premises.
12. Pets are not allowed in the Guest House.
13. Some rooms shall be kept available with the In-charge/caretaker, Guest House for priority allotment in favour of VIP/Dignitaries/Minister's Guests/Director General Guests etc.

The revised rates will be effected from the issue of this circular till further orders from the Council.

This is issued with the approval of the Director, ICAR-CAZRI, Jodhpur.

(K. L. Meena)  
Chief Administrative Officer

Distribution:

1. HDs of Division-I/II/III/IV/V/VI, CF&ACO, S&FAO, AO, AAOs of Admn-I/II/III/IV/V, AFAOs of Audit-I/II/III, Nodal Scientist-Rodent, I/c PME Cell, I/c Canteen, I/c Library, I/c Farm Section, Security Section, OIC-Maintenance Unit, Care Taker IGH/Trainees Hostel/HDs, CAZRI's RRS, Pali/Jaisalmer/Bikaner/ Bhuj/Leh/, Head/I/c of KVK-Jodhpur/Pali/Bhuj for information and with request to circulating the same amongst the officers/officials of the Divisions/Units/Sections/Station/ Centre.
2. P.S. to Director/C.A.O./ICAR-CAZRI, Jodhpur.
- ✓ 3. The Officer In-charge, AKMU, ICAR-CAZRI, Jodhpur to upload on CAZRI Web site/INTRA.

AKMU

*Upload on the CAZRI  
Website  
9/9/2018*