

भा.कृ.अ.प.-केन्द्रीय पटसन एवं समवर्गीय रेशा अनुसंधान संस्थान
ICAR - CENTRAL RESEARCH INSTITUTE FOR JUTE & ALLIED FIBRES

(भारतीय कृषि अनुसंधान परिषद)

(Indian Council of Agricultural Research)

नीलगंज, बैरकपुर, कोलकाता-700 120, पश्चिम बंगाल

NILGANJ, BARRACKPORE, KOLKATA-700120, WEST BENGAL

F.No.: 19(C-II)/Guest House/2019-20/9935

Date- 27.01.2020

28

OFFICE ORDER

Director, ICAR-CRIJAF has been pleased to adopt the ICAR Letter No. 12-7/2016-E&M dated 31st August, 2019 with the following rates and terms and condition:

I. Room rent Charges (per day) in respect of Various types of accommodation at ICAR Institutes Guest House:

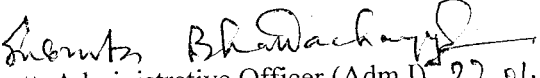
Sl.No.	Facilities	AC Bed Room		Non-AC Bed Room		Suit	
		Class "A" Cities	Other cities	Class "A" Cities	Other Cities	Class "A" Cities	Other Cities
2.	Serving and retired officers of NARS (ICAR/SAU) on private visit	200	150	100	80	300	200
3.	Serving and retired officers of NARS (ICAR/SAU) on official visit	500	250	300	150	700	500
4.	Serving Officers of Central/State/Autonomous organization/PSUs on official or private visit	600	300	400	200	800	600
5.	Private visitors i.e. other than ICAR, SAUs, Central or State Govt. etc.	700	500	600	300	900	700
6.	Foreign Visitors (SAARC Countries)	2000	1600	1500	1400	2500	2000
7.	Foreign Visitors (other than SAARC Countries)	3000	2500	2200	2000	3500	3000

III. Regarding the Hostel charge, C.A. has been pleased to adopt Hostel charge of Rs. 10/- per day per bed for Farmers, Agricultural Laborers, Students, Interns, CPWD laborers and any other with the permission of the Competent Authority. For allotment of Hostels to any other persons except those mentioned above, room rent of non-ac rooms will be charged.

III. Terms & Conditions for Guest House/Hostels, ICAR-CRIJAF:

1. Submission of copy of a valid identity 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 In-charge, Guest House. In case of bulk booking including foreign guests, approval of the Director will be required.
5. Allotment can be treated as cancelled/shifted in case it is required for 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 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/email) 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 on the prescribed application format through fax/email/hard copy.
11. Liquor/ smoking is strictly prohibited in the Guest House premises.
12. Pets are not allowed in the Guest House.


Asstt. Administrative Officer (Adm.I) 27.01.202

Copy for information and necessary action to:

1. All the Heads/Incharges of Divisions/Sections, ICAR-CRIJAF.
2. The In-charge, Guest House, ICAR-CRIJAF.
3. ✓ The I/c, AKMU, ICAR-CRIJAF for uploading in the CRIJAF website.
4. P.S. to Director, ICAR-CRIJAF.
5. P.A. to CAO, ICAR-CRIJAF.