

**NATIONAL INSTITUTE OF HYDROLOGY
ROORKEE**

No.6/14/2017-NIH(Admn.)

Dated: Sept. 6, 2017

OFFICE ORDER No.115

On the recommendations of the Committee constituted by Director, NIH vide Office Order No.15/1/2017-NIH, dated 22/8/2017, the Competent Authority has approved the following decisions of the Committee regarding the issues related to the rates and guidelines for operation of both the Guest Houses in NIH Campus [Sindhu Guest House (Earlier Guest House No.1) & Gangotri Guest House (Earlier Guest House No.2)] and Director's Residence in Jal Vihar Colony of NIH. The recommendations are made regarding rent and guidelines governing booking/allotment of Sindhu Guest House, Gangotri Guest House and Director's Residence at NIH Jal Vihar Colony, Haridwar Road, Roorkee, as follows:

The committee recommended the following. Since all the rooms in both guest houses are now converted into A.C. rooms, the charges for non A.C. rooms have been dropped in the recommendations.

Rent for Sindhu Guest House (Earlier Guest House No. 1)

S. No.	Category of Guests	Single bed A.C.	Double bed A.C.
1.	(i) NIH employees / Ex-employees (both official and personal)	Rs. 150/-	Rs. 300/-
	(ii) College/University bonafied students for summer/winter internship in NIH including PG dissertation students and research scholars working under supervision of NIH scientists		
	(iii) Foreign nationals studying in Indian institutions who visit NIH on GOI funding/scholarship for summer / winter training or PG dissertation or research work of specified period		
2.	Indian guests visiting NIH for official work / Training Courses/ Workshop etc.	Rs. 400/-	Rs. 600/-
3.	(i) Other Indian guests on official visit outside NIH, personal guests, vendors and exhibitors	Rs. 600/-	Rs. 900/-
	(ii) Foreign nationals studying in Indian institutions who visit NIH for summer /winter training or PG dissertation or research work		
4.	(i) Foreign guests	Rs. 700/-	Rs. 950/-
	(ii) Foreign nationals who visit NIH from abroad on foreign funding/ scholarship for a specified period		

Lawn & Lounge of Sindhu Guest House - Charges for 8 hrs.

- (A) Employees Welfare Activity
- (i) Group function (official) - Rs. 100/-
- (ii) Personal function of NIH Employees - Rs. 100/-
- (B) Use by persons other than NIH - Rs. 7000/- + GST* @ 18%

Note: Other terms and conditions governing the allotment of accommodation for College/ University bonafide students visiting NIH for training/thesis work, shall be governed office order no. 6/14/2016-NIH (SAO) dated 18.02.2016(copy attached).

Rent for Gangotri Guest House (Earlier Guest House No. 2)

S. No.	Category of Guests	Rates
1.	NIH employees / Ex-Employees (Group A officers only) [both official and personal]	Rs. 400/-
2.	Indian guests visiting NIH for official work	Rs. 950/-
3.	Other Indian guests (Personal guests and guests of other Central/State organization on official visit (outside NIH)	Rs.1200/-+ GST* @ 12%
4.	Foreign guests	Rs. 1500/-+GST* @ 12%

*GST is applicable @ (i) 12% between tariffs Rs. 1000/- and Rs. 2499/-; and (ii) 18% between tariffs Rs. 2500/- and 7500/-

Lawn & Lounge of Gangotri Guest House - Charges for 8 hrs.

- (A) Employees Welfare Activity
- (i) Group function (official) - Rs. 100/-
- (ii) Personal function of NIH Employees - Rs. 100/-
- (B) Use by persons other than NIH - Rs. 7000/- + GST* @18%

Rent for Director's Residence

S. No.	Category of Guests	Rent (A.C.)
1.	(i) NIH employees / Ex-employees (both official and personal)	Rs. 300/-
	(ii) College/University bonafied students for summer/winter internship in NIH including PG dissertation students and research scholars working under supervision of NIH scientists	
	(iii) Foreign nationals studying in Indian institutions who visit NIH on GOI funding / scholarship for summer / winter training or PG dissertation or research work of specified period	
2.	Indian guests visiting NIH for official work / Training Courses/ Workshop etc.	Rs.600/-

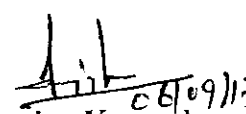
Lobby & Lounge of Director's Residence - Charges for 8 hrs.

- (A) Employees Welfare Activity
- (i) Group function (official) - Rs. 100/-
- (ii) Personal function of NIH Employees - Rs. 100/-

Guidelines for Allotment of Director's Residence / Rooms in Director's Residence

1. Director's residence / rooms in residence shall be allotted only for guests specified in Category 1 and 2 above.
2. The allotment for the purpose of personal function will be allowed strictly for the personal function of the NIH employees/Ex-employees and their dependents (Spouse/children/parents/real brother/real sister).
3. In no case, allotment shall be made for personal functions of any individual other than those of NIH employees/ex-employees. In case if it is found that wrong information is provided, the concerned employee will be liable for the payment of charges equal to **FIVE TIMES** of the rates specified in Category 2.

The committee also recommended that the revised rates of Sindu, Gangotri and Director's residence will be made effective w.e.f. September 6, 2017.


[Sanjay Kumar]
Sc.E & Sr. Admn. Officer

Distribution:-

1. All Divisional Heads/Coordinators./OICs/Member-Secretary, INCCC/INCIHP Secretariat/Nodal Officer (e-Governance) NIH Website
2. Dy. OIC, Guest House No.1 & 2
3. PS to Director for Director's kind information.
4. Finance Officer, NIH
5. DDO
6. Office Order File/Guard File

GUIDELINES FOR ALLOTMENT OF ROOMS IN GANGOTRI GUEST HOUSE

1. Normally, allotment of room is for senior level officers, preferably for persons having status of Pay level-13 or above. In exceptional cases, Director, NIH, can waive off this condition.
2. Allotment can be treated as cancelled/ shifted in case it is required by NIH for urgent official use.
3. The rate in the Category-1 will be allowed for the purpose of personal function of NIH employees/ ex-employees and their dependents (spouse/children/parents/real brother/real sister). In case if it is found that wrong information is provided the concern employee will be liable for the payment of guest house charges equal to **FIVE TIMES** of the rates specified in Category-3. Similarly, in cases where wrong information is provided for use of Lawn and Lounge of the Guest House, charges equal to **FIVE TIMES** of Category B (use by persons other than NIH) would be levied.
4. Personal guests through NIH officers will only be permitted. The NIH officer will be responsible for settling/resolving any unpaid bills/dispute.
5. In case of booking for personal guests, booking will be confirmed seven days in advance. This booking will subject to point No. 2 above. Advance payment equivalent to one day charges is required to be made for the first day of booking on the day of confirmation. No refunds/adjustment will be made in case of non-occupancy. If booking is cancelled due to requirement for official use, full payment will be refunded.
6. For official visits, cash payment has to be made at the time of vacating the Guest House.
7. Generally, not more than 3 rooms will be allowed at a time for private purpose.
8. Maximum continuous stay on private visit in the Guest House will generally be for a period of 7 days.
9. Allotment of rooms shall not be made normally for marriage and personal functions other than NIH Employees.
10. 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. No verbal requests will be entertained.**
11. Liquor/smoking is strictly prohibited in the Guest House premises.
12. In case of any controversy or otherwise related with above, the decision of the Director, NIH will be final and binding.

GUIDELINES FOR ALLOTMENT OF ROOMS IN SINDHU GUEST HOUSE

1. Allotment of rooms in the Guest House shall be on first come first serve basis. However, preference will be given to officers coming on official visit.
2. Allotment can be treated as cancelled/shifted in case it is required by NIH for urgent official use.
3. For newly appointed (regular) /transferred employees of NIH, maximum continuous stay in the Guest House could be one month.
4. Allotment of accommodation for College/University bonafide students visiting NIH for training/thesis work, shall be governed by office order no. 6/14/2016-NIH (SAO) dated 18.02.2016.
5. The rate in the Category-1 will be allowed for the purpose of personal function of NIH employees / ex-employees and their dependents (spouse/children/parents/real brother/real sister). In case if it is found that wrong information is provided the concern employee will be liable for the payment of charges equal to **FIVE TIMES** of the rates specified in Category-3. Similarly, in cases where wrong information is provided for use of Lawn and Lounge of the Guest House, charges equal to **FIVE TIMES** of Category B (use by persons other than NIH) would be levied.
6. Personal guests through NIH officers and employees will only be permitted. The NIH officer/employee will be responsible for settling/resolving any unpaid bills/dispute.
7. In case of booking for personal guests, booking will be confirmed seven days in advance. This booking will subject to point No. 2 above. **Advance payment equivalent to one day charges is required to be made for the first day of booking on the day of confirmation. No refunds/adjustment will be made in case of non-occupancy.** If booking is cancelled due to requirement for official use, full payment will be refunded.
8. For official visits, cash payment has to be made at the time of vacating the Guest House.
9. Generally, not more than 5 rooms will be allowed at a time for private purpose.
10. Maximum continuous stay on private visit in the Guest House will generally be for a period of 7 days.
11. Allotment of rooms shall not be made normally for marriage and personal functions other than NIH Employees.
12. To avoid inconvenience, request for allotment of accommodation should be sent at least two days in advance **only on the prescribed application format. No verbal requests will be entertained.**
13. Liquor/smoking is strictly prohibited in the Guest House premises.
14. In case of any controversy or otherwise related with above, the decision of the Director, NIH will be final and binding.

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**Requisition form for Reservation in SINDHU / GANGOTRI / DIRECTOR'S RESIDENCE
for NIH Employees & Ex. Employees**

Name & Designation of NIH Employee	Purpose of Booking

2. Verified by Division /Admn. Office Attach invitation card (if available)

3. Date of Arrival: Time

4. Date of Departure: Duration of stay.....Days.

5. Type of Accommodation:

AC
Single/Double

No. of Rooms.....

6. Bill to be settled by:

Guest

Indenter

Contact Mobile No.....

Signature of Employee with Date
Designation:
Division:

7. Reservation:

Rooms available/not available

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8. Approved / Not approved
Director/Head maintenance

Date:

Dy. OIC (GH)/ PA/PS to Director

Note: i) Incomplete form will not be entertained.

ii) The booking will stand automatically cancelled if the accommodation is needed by the Institute for emergency official purpose.

Register serial no..... Receipt no. & Date..... Signature.....

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Requisition for Reservation of Rooms/Suites in GANGOTRI & SINDHU Guest Houses

1. Visitor(s) Details:

S. No.	Name & Designation of guest	Department	Mob./ Ph. No.	Address	ID Proof

2. Purpose of Visit:
(In case official work in NIH, please mention the name of activity)

3. Nationality: Indian Foreigner

4. Date of Arrival: Time

5. Date of Departure: Time Duration of stay.....Days

6. Type of Accommodation:

AC
Single/Double

No. of Rooms

7. Bill to be settled by: Visitor Indenter

Contact Mobile No.....

Signature with Date
Name:
Designation:
Department:

8. Reservation:
Rooms available/not available

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9. Approved / Not approved
Director/Head maintenance

Date: Dy. OIC (GH)/ PA/PS to Director

Note: i) Incomplete form will not be entertained.
ii) The booking will stand automatically cancelled if the accommodation is needed by the Institute for official purpose.

Register serial no..... Receipt no. & Date..... Signature.....