

**NATIONAL INSTITUTE OF HYDROLOGY  
ROORKEE**

No.6/14/2016-NIH(SAO)

Dated: Feb.18, 2016

**OFFICE ORDER**

On the recommendations of the Committee constituted by Director, NIH vide Order No.ST.SMR.TRg/2016-NIH(Admn.), dated 2/2/2016, the Competent Authority has approved the following decisions of the Committee regarding guidelines governing allotment of accommodation in Guest House No.1 to various categories:

**(A) For Bonafide Students** : The Committee recommends the following changes in the existing guidelines for allotment of Guest House accommodation to College/University bonafide students (including Research Scholars).

1. The room in Guest House No.1 will be allotted for a maximum period of 15 days.
2. Any subsequent request for accommodation by the same student will be considered after a gap of minimum 15 days.
3. The prevailing concessional rates for students in the Office Order will apply. **However, prior approval of Director for the concessional rates must be obtained by the concerned Scientist/Training Cell in each case.**
4. Foreign students can be allowed to stay in Guest House No.1 for longer duration, **after prior approval of Director, NIH.**
5. Generally, not more than 2 single rooms and 6 double rooms in GH-1 will be allotted at a time for students.
6. Normally, the students will be allotted rooms on sharing basis.
7. No requisition directly from the students will be considered.
  - (a) In case of students for internship, training and P.G. Dissertation, the requisition should come only through Training Cell of the Institute.
  - (b) In case of Research scholars, the requisition should come through the concerned supervising scientist. A copy of Director's approval for acceptance of the Research Scholar under supervision of the concerned scientist should be enclosed with the requisition.
8. To avoid inconvenience, request for allotment of accommodation should be sent to the Maintenance Division well in advance (at least 3 days), **failing which, it may not be possible to allot the room in view of other demanding activities of the Institute.**
9. **No verbal request will be entertained strictly.**
10. In case of any violation of discipline, the students will be forced to vacate the room immediately.


**(B) For Contractual Staff working as JRFs/SRFs/RAs/Resource Persons** :

1. The JRFs/SRFs/Research Associates/Resource Persons working at Headquarters, Roorkee will be allotted rooms in GH-1 for a maximum period of 15 days. No subsequent request will normally be entertained for further stay.
2. The rooms will be allotted on sharing basis.
3. The rent rates for staff of this category will be as applicable for NIH employees/Ex-employees category specified in the prevailing Office Order.

**(C) For Drivers Accompanying Officials coming for work in NIH** :

1. The Committee recommends that a dormitory may be constructed on the available space above the garages for staff cars and furnished suitably for accommodating the drivers.

These guidelines will be applicable with immediate effect.

  
[ Ashok Kumar ]  
Sr. Admn. Officer

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