

CSIR-Central Drug Research Institute, Lucknow

Guidelines for Booking of Guest House Accommodation in CSIR-CDRI

1. Following Categories of Rooms are available for Booking in the CSIR-CDRI Guesthouse, Jankipuram Extension, Lucknow 226 031.
Deluxe rooms (two room set); AC Rooms (Single Room) & Non-AC Rooms (Single Room)
2. Requests for Guesthouse booking need to be submitted to the Office of Controller of Administration as per the enclosed proforma at least 7 days in advance or e-mail (w_haq@cdri.res.in) with complete details as requisitioned in the proforma. Requests with incomplete information will be summarily rejected.
3. Delegation of power for Approval & Room Allotment*:

Category	Guest	Approving/room allocating authority	Boarding and Lodging Charges to be paid before check out by
A	Distinguished Guest invited by the Director or on behalf of the Director, CDRI, Members of Research Council and other High Power Committee	Director, CDRI	Institute/free
B	Guest visiting institute in connection with scheme / project / Meeting / consultancy / short term courses, seminar & conferences etc.	CoA in consultation with event Coordinator	Guest/Event Coordinator
C	Employees, New recruits, Students, Parents, Guardians and Alumni Guest from other academic institutes for their personal/official works	CoA & In-Charge, Guest house	Guest/Person who booked the room
D	Officials/employees of State/Central Government and other CSIR laboratories (Not for CDRI related work)	CoA	Guest/Person who booked the room

*Tariff/rent for each category of Room and Guest is enclosed

4. The accommodation in the Guest House shall be provided to the guests in the order of precedence in which they are shown in above table.
5. Confirmation of booking will be given by Fax or E-mail. The management may at its discretion, cancel a booking or offer alternate accommodation as per the availability.
6. Any change in the arrival/departure of guests needs to be brought to the Notice of Guest house staff immediately
7. Request for change/extension for accommodation needs to be approved by the competent authority
8. ID proof must be given in the reception by all the Guests, except category A Guests, before Check-in
9. Student requiring accommodation for their parents/guests is required to get their requisition forwarded through their respective supervisors.
10. Booking is not permitted for guests undergoing medical treatment who are suffering from communicable disease or are bed ridden or are post-delivery cases.
11. One day will be counted on 24 hrs. basis or a part thereof commending the time of arrival

Contact Details:

Dr. W. Haq

Senior Principal Scientist & In-Charge, Guest House
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E-mail: w_haq@cdri.res.in

CSIR-Central Drug Research Institute, Lucknow

Proforma for Booking in the CSIR-CDRI Guesthouse, Jankipuram Extension Lucknow 226 031

Name of the Applicant:

Designation:

Organization/Institute/Division:

Contact No.:

Guest Information:

Sl No.	Name & Contact Address, Mobile & E-mail	Age & Sex	Organization where employed	Nationality	Relation with applicant	Purpose of visit (Official/Personal with details)

Date of Arrival & Time:

Date of Departure & Time:

Lodging/Boarding Charges to be paid by (Applicant/Guest):

Signature of Applicant

Signature of supervisor in case of student applicants

For Office Use:

Recommendation of Guest House In-Charge:

Category of Room Available/Allocated:

Room No.

Approved by

Guest House In-Charge / CoA /AO/ Director

COUNCIL OF SCIENTIFIC & INDUSTRIAL RESEARCH
ANUSANDHAN BHAWAN, RAFI MARG, NEW DELHI-110001

No.8-13(1)2014-Gen

Dated: 7th August 2014

OFFICE MEMORANDUM

In supersession of the earlier orders issued on lodging charges for CSIR Guest Houses, DGCSIR has been pleased to approve the revised rates of guest house charges for all CSIR National Labs/Instts. as follows:-

Rate in Rs.

Sr No.	Category of Guest	Existing Rates per bed		Revised Rates per bed	
		AC	Non AC	AC	Non AC
1(a)	CSIR Employees, Pensioners and their dependent Family members	25	20	50	40
1(b)	Project Fellows, JRF/SRF/RA, Research Students, Scholars working in CSIR Labs/Hqrs.				
2	Non-dependent members of CSIR employees/ pensioners , Non official/ Expert members invited for CSIR work	50	40	100	80
3	Non CSIR/ Other Guests	250	-	300	250
4	NRI/ Foreign Guests	500	-	1000	800

DG, CSIR has further approved that :-

- (i) All CSIR Guest Houses at Hqrs. and Labs./Instts should charge uniform rate with no differentiation in rates for Metros and non-Metropolitan cities.
- (ii) The charges will vary if booking is required on single or sharing basis subject to availability of accommodation.
- (iii) The accommodation will be booked for a maximum period of seven days subject to availability. Beyond seven days the rates will be doubled for that category for a maximum period of 30 days.
- (iv) The officers/ staff of CSIR and Labs/Instts. on official duties for training, internal audit and on temporary assignment to the Institute / Lab may be permitted to stay beyond seven days but for a maximum period of 30 days.



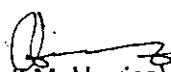
(v) In no case the guests will be allowed to stay beyond 30 days. Officers/employees of CSIR on transfer allowed to stay in Guest House (subject to availability of accommodation) beyond 30 days will not be eligible to draw HRA during the stay in Guest House.

(vi) However, he/she can be allowed reimbursement of Guest House charges above the amount of licence fee applicable to regular accommodation of their entitlement.

(vii) The check out time would be taken as 12 noon by all Labs/Instts. uniformly.

(viii) The rates will be applicable uniformly across all CSIR Labs./Instts in supersession of all previous orders issued by CSIR Laboratories/Instts.

The above revision of rates for Guest Houses of CSIR and its Labs/Instts is effective from 1st September, 2014.



(A K Mukherjee)
Deputy Secretary

Directors of all National Labs/Institutes

Copy to:

1. Heads of all Divisions/Sections in CSIR Hqrs, CSIR Cx, IPU, URDIP, HRDC
2. PS to DG, CSIR
3. PS to JS(A),CSIR
4. PS to FA, CSIR
5. PS to CVO, CSIR
6. SR. COA/COA/AO of all National Labs/Institutes
7. Sr. Dy. FA/Dy. FA/FAO of CSIR Hqrs and National Labs/Instts.
8. Manager/Asst. Manager of CSIR Vigyan Kendra, Maharani Bagh Guest House and other Labs & Instts.
9. Head IT – for uploading on CSIR website
10. Office Copy