



NATIONAL INSTITUTE OF SCIENCE EDUCATION AND RESEARCH

GUIDELINES FOR MANAGEMENT OF GUEST HOUSES

Category of Rooms

Sr. No.	Type of Accommodation	Eligibility	Rooms	
			No of Rooms	Type of Room & Other Facility
1.	E2 Guest House (VIP)	Officers in the level 13-A and above or equivalent	9 (King size bed)	Bed rooms (AC) of E2 type quarter are used for single/double occupancy. Cooked food facility is available
2.	Flatlet	Group 'A' officers or equivalent	40 (Queen size bed)	Rooms (AC) of flatlets are used for single/double occupancy. The room has small refrigerator & microwave.
3.	A1/A2 Guest House	Other than the above	60 (Queen size bed)	AC & Non-AC Single-bedroom flats are used for single/double occupancy.
Total			109	

ACCOMMODATION TARIFF

Sl No.	Type of Room	DAE Official on Duty (incl. Aided Institutions)	DAE Official on Private Visit/ their family member, other Central/State govt. officer on official Visit to NISER	Official/Private visit of PSU Officer, Other Central Govt. officials and family members/ Students & family members / ex- Students and PDF/Research Scholar/Project Assistant/Project staffs	Foreign Visitors / Private Firm
1.	Non A/C	Rs. 70.00	Rs. 110.00	Rs. 300.00	Rs. 1000.00
2.	A/C	Rs. 100.00	Rs. 150.00	Rs. 600.00	Rs. 2000.00

The above charges are applicable per day & per head basis as per the DAE Guidelines. The rates will be revised from time to time as suggested by the appropriate committee of NISER or DAE.

Categories of Guests & Recommending authority

Category	Eligibility	Recommending Authority	Payment Mode
Category 'A'	Statutory Committee (BOG, AC, BWC, Finance), External Examiners. Visitors from DAE. Guest invited by the institute for academic / administrative work etc. Candidates for Faculty Position	Director	Institute/Non-Chargeable
Category 'B'	Guest visiting institute in connection with Short Term Course/ Seminars/ Workshop/ Visiting faculties / Visitors for research purpose.	Director / Registrar /Deans	By the individual / as approved by the Director
Category 'C'	Parents of Students, Family/Relatives of Employee/ Ex-Employee	DOSA or Chairperson for students / DOFA or Registrar for faculty members & staffs	By individual before checking out, if not the person making the booking need to settle the bill.
Category 'D'	Guests not covered under above	Chairperson / HOD/ Deans	

Approval Process

Sl. No.	Policy for Special Cases	Approval/ Procedure
1.	Guest as mentioned in Category 'A'	Request from the appropriate section with necessary OM /approval should be sent.
2.	Guests for conferences and workshops	Prior approval by Director (Letter via HoD/Dean/Registrar, as the case maybe)
3.	Visitors/Researchers from abroad for long term stay	Prior approval by Director (Letter via HoD)
4.	Visiting faculty for long term stay.	Prior approval by Director (Letter via HoD)
5.	Stay related to medical emergencies.	Request via usual route. Submit Medical officer's referral and /or Doctor's prescription within a week & DoSA /FIC/In-charge accommodation to verify
6.	Visiting Indian research students (if hostel is unavailable)	Request should be forwarded in advance by PI via usual route

Rules and Regulations	
1.	Requests for booking accommodation at NISER VIP Guesthouse, Flatlet, and A-type Guest House should be invariably submitted online/offline, well in advance with complete details. Official booking should be supported by appropriate approval from Director/Registrar. Personal bookings are to be made not before 2 weeks of proposed stay.
2.	Any booking done would be provisional and Booking requests will be accepted during office hours.
3.	Booking will be done depending upon availability of rooms. Specific types of accommodation cannot be assured.
4.	Booking Request for Conference, Seminars, Workshops, STC, and Fest etc. can be done at least 6 months in advance with prior approval of the competent authority. All the available rooms cannot be booked for this purpose.
5.	Guest House bills for Conference, Seminars, Workshops, STC, and Fest etc need to be settled within 1 month from the completion of the event.
6.	Official bookings will be entertained on first come first serve basis.
7.	Request for waiving of charges is NOT admissible.
8.	Priority will be given to Guest covered under Cat-A and Cat-B or in special circumstances by the Director, NISER
9.	Proper approval from DAE should be submitted for booking accommodation for foreigners.
10.	The accommodation can be requested/booked for a maximum period of 7 days, subject to availability. With the approval of competent Authority Extension can be approved for more 7 days. Long-term booking is not permissible
11.	Any personal bookings cannot be done for more than 7 Days.
12.	All Students' bookings should have counter signed by the respective Chairperson or Dean (Student Affairs)
13.	For non official bookings, maximum number of rooms cannot exceed 20 Nos only in flatlet & A type guest houses subject to availability.
14.	All personal booking of the Administrative or Technical staff should be recommended by the Registrar.
15.	All personal booking of the Faculty & Scientific staff should be recommended by the Dean (Faculty).
16.	Any booking request for a continuous period of a month or more than a month (Official or Unofficial) need to be approved by the Director and should be supported by necessary approval / documents.
17.	Any change in the arrival/departure of guests needs to be brought to the notice of Guest House in-charges immediately by email
18.	All booking request from other educational institutes or government organizations shall be approved by the competent authority.
19.	Competent Authority can cancel the room reservation in case of any exigency or official requirements.
20.	The management of the Guest House may at its discretion can cancel any unofficial booking or may offer any alternate available accommodation (if any) due to any Institute requirement.

21.	In case of non-resident Research Scholars intending to stay for research work, a maximum of 7 days of accommodation will be allowed in the Guest House.
22.	Booking request from Govt. Offices/ Local Administration need Billing details and mode of payment and the bills need to be settled within 15 days from the receipt of the bills.
23.	No visitors are allowed to the guest rooms without informing the reception.
24.	Guest House do not have provision of providing extra beds in the rooms.
25.	Any damage or loss to the room amenities / equipment / linen etc by the occupants will be charged to the guest under Cat C/D and to the Host under Cat A/B
26.	Hardcopy form must be submitted for every booking (in case of emergency booking, one may submit on next working day).
27.	Faculty and staff of NISER Bhubaneswar may book any of the above guest accommodation facilities by standard procedure for a maximum of 3 days in a month with the approval of the DOFA/Registrar. If the stay of a faculty or staff exceeds 3 days in a given month, his / her case will be treated as "residing in campus" for the month and dealt as per extant Govt. rule.
28.	All belongings of the guests are their responsibility. The Guest House will not be responsible for any loss or damage.
29.	Payment towards the Guest House accommodation charges will be accepted only through POS machine and the transaction charges (if any) incurred towards same will be borne by the guest. (CASH PAYMENT NOT ALLOWED)
30.	Accommodation and food charges are billed separately and are to be separately settled. (Food facility is not available in A-type Guest House & Flatlet)
31.	Carrying or storing of any inflammable item & Electric stove inside the Guest House is strictly prohibited.
32.	It is requested that Electricity and water is conserved. AC, geyser, and all electrical points are to be switched off while leaving the rooms.
33.	In the event of any electrical/electronic equipment in the room stops working, or any defect occurs in it, the guest house staff cannot be held responsible for the same. A complaint can be lodged in the complaint book for its repair.
34.	It is advisable that the cleaning of the rooms is done in the presence of the guests or with permission of the guest in his/her absence.
35.	Please specify the purpose of visit. If it is official, please provide the certified document, if personal please provide necessary details.
36.	Guests are advised to intimate regarding cancellation of Bookings (if any) well in advance so as to accommodate the guests in waiting.
37.	The recommending officer is responsible for the correctness/genuineness of each of the guest's details.
38.	Photo ID proof of the guest mentioned in the online application must be produced at the reception before Check-in. The photo ID proofs all the guests are mandatory, except the Distinguished Guests invited by the Director or on behalf of the Director, NISER Bhubaneswar and Members of BOG/AC of NISER.
39.	Booking is not permitted for guests undergoing medical treatment for communicable diseases or who are bedridden or who are seriously ill.



DIRECTOR

प्रो. सुधाकर पण्डा /Prof. Sudhakar Panda
निदेशक/Director
राष्ट्रीय विज्ञान शिक्षा एवं अनुसंधान संस्थान, भुवनेश्वर
National Institute of Science Education & Research, BBSR
परमाणु ऊर्जा विभाग/Department of Atomic Energy
भारत सरकार/Government of India