

IMPORTANT INSTRUCTIONS FOR ALLOTMENT OF ROOM AT THE CIARI GUEST HOUSE

- All requests should be sent by e-mail only to director.ciari@icar.org.in as E-mails sent directly to the In-charge, Guest House or any other Official may not be entertained.
- Kindly attach Xerox copy of ID proof along with application while sending mail and also bringing a copy of valid identity card is a must for all the guests seeking accommodation in the guest house, to ascertain their identity.
- 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/ person who has sent the request i.e. if any ICAR/ DARE or any other organizational head's employee is booking an accommodation for a private person, charges will be as applicable to a "Private Visitor" and not as applicable to an ICAR employee.
- Dependant family members of ICAR / DARE employees- only spouse and children can be treated within the category of ICAR employees (personal visit) for the purpose of charging rent. The dependent family member has to furnish a copy of the identity card of the ICAR official; she/he is related to where their relations are clearly established. This facility will not be available to family member if the Non – ICAR employees and they will be charged as per their category.
- 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, CIARI, Port Blair.
- Liquor / Smoking is strictly prohibited in the Guest House premises.
- Pets are not allowed in the Guest House.
- The application for booking of guest house shall be accepted before 30 days only conformation / regret / availability of booking shall be communicated only through concerned mail before 10 days of arrival date.
- Allotment / preference shall be given first to any institutional / ICAR programme thereafter on first come first serve basis for serving and retired ICAR /SAU official(s) coming on official tour / personnel visit. Finally, the Central & state Government / Foreigners / private visitors / others persons will be considered, if available.
- No break / gap will be allowed in-between the period of allotment for all the guests. For example, if the guest leaves the guest house after one day of stay, then they will not be allowed to come again and stay for last day or remaining allotment period. If it happens so, the entire period of allotment after initial days of staying shall stand automatically cancelled.
- Check out time will be strictly 8.00 AM.
- Application for booking of guest house must be sent only through the proforma available on website. Incomplete application forms will be treated as invalid.
- **If there is any official meeting / training programme / conference / official visits of higher Authorities of Council or Central / State Govt. scheduled subsequently, then even the confirmed bookings are liable to be cancelled automatically and it shall be informed accordingly. No further correspondence may be entertained in this regard and no liability shall be borne by this institute in any manner.**



**ICAR-CENTRAL ISLAND AGRICULTURAL RESEARCH INSTITUTE
SRI VIJAYA PURAM
ANDAMAN AND NICOBAR ISLANDS – 7440105**



APPLICATION FOR ALLOTMENT OF ACCOMMODATION AT GUEST HOUSE

NAME (IN BLOCK LETTERS)							
Employment category	ICAR /SAU	Retired ICAR/SAU	Central /State Govt.	Retired Central/ State Govt.	Foreigners	Private /Others	
Designation (If employed)			Employee Id. No. (or) Any other id. proof				
Full Official Address (If employed) or Full Residential Address							
Tel/Mobile:							
Email.ID:(IN BLOCK LETTERS)							
Purpose of Visit							
*Date of Arrival (1 st Spell)				Time of arrival:			
* Date of Departure (1 st Spell)				Time of Departure:			
Date of Arrival (2 nd Spell)				Time of arrival:			
Date of Departure (2 nd Spell)				Time of Departure:			
Number, name and age of accompanying persons and relationship with the applicant	Number:	Name(s)	Age	Relationship	Name(s)	Age	Relationship
		1.			6.		
		2.			7.		
		3.			8.		
		4.			9.		
		5.			10.		
Lodging/Boarding Charges to be paid by (Applicant/Guest)							
Meal Requirement	Kindly tick the meal requirement only after your arrival at Guest House				Number of meals:		
	<input type="checkbox"/> Breakfast	<input type="checkbox"/> Lunch	<input type="checkbox"/> Dinner				
Signature of Indenter (In case, another person is indenting on behalf of applicant; give Address &Telephone/ E-mail of indenter)							

***NB : Please fill in both the “Date of Arrival” and “Date of Departure” columns for the 1st Spell and 2nd Spell, if the guest wants to book two spells separately otherwise one arrival and one departure is enough for continuous booking**

To,

The Director
ICAR-Central Island Agricultural Research Institute
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