



भा.कृ.अ.प. - केंद्रीय बकरी अनुसंधान संस्थान

मखदूम, पो.फरह-281 122, मथुरा (उ.प्र.), भारत

ICAR-CENTRAL INSTITUTE FOR RESEARCH ON GOATS

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Important Instructions for Allotment of Rooms at ICAR-CIRG, Makhdoom International Guest House

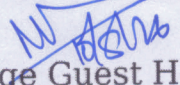
The institute faculty and guests are requested to observe the following for accommodation in ICAR-CIRG, Makhdoom Guest House

1. To avoid inconvenience, request for allotment of accommodation should be sent well in advance or at least two working days in advance, only in proper format as given on website, through e-mail (guesthousecirg@gmail.com) with a copy to email (director.cirg@icar.org.in). No verbal/ telephonic request will be entertained.
2. Please bring photocopy of your identity card for official record. No entry in the Guest House without proper valid ID card would be allowed.
3. Allotment of suites in the Guest House shall be on 'first come first serve basis'. However, preference will be given for ICAR/SAU Officers coming on Official Visit.
4. The Director, ICAR-CIRG reserves the right to cancel or modify any allotment at any time in the event the accommodation is required for official/VIP use.
5. Persons staying in the Guest House are not entitled to bring in unauthorized guest(s) to stay with them in the Guest House.
6. 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, who has booked the accommodation e.g. if an ICAR employee is booking an accommodation for a private person, charges will be as applicable to "Private Visitor" and not "ICAR Charges".
7. Dependent family members of ICAR/DARE employees-spouse and children can be treated within the category of ICAR employees (personal visit) for the purpose of charging tariff. The dependent family member has to furnish the copy of the identity card of the ICAR official, she/he is related to. This facility will not be available

for Non-ICAR employees, they will be charges as per their actual category, as detailed at point no.6.

8. Use of the Guest House lawn, dining/mess facilities, meeting room, or any other common area shall require the prior approval of the Director or an officer authorized by the Director.
9. Generally, allotment of rooms shall not be made for marriage and personal functions.
10. In case a guest fails to occupy the booked accommodation, the same will be cancelled after one day of the booking date.
11. In case of emergency, due to heavy booking, a single occupant of the room may be asked to share the accommodation with another guest.
12. Maximum continuous stay in the Guest House would be for a period of 15 days subject to availability.
13. Proper decorum appropriate for Research Institute and Guest House should be maintained. Guest House In-charge reserves the right to withdraw the lodging facilities of the guest, if found not maintaining proper decorum and/or creating nuisance for others.
14. Booking is not permitted for guests undergoing medical treatment/ advice who are suffering from communicable disease or are bed ridden or are post-delivery/operative cases.
15. Liquor/smoking is strictly prohibited in the Guest House premises.
16. No pets are allowed to stay with owners in the Guest House premises.
17. Any damage or loss to the guest house property shall be recovered from the concerned guest.
18. In case of dispute over bookings, the Guest is advised to contact the Officer In-charge of the Guest House. In any such case, it is strictly forbidden to argue/abuse the Guest House staff in any way as they are not entitled to make any changes in the booking without approval. They have instructions to contact the Institute security to deal with any situation involving unpleasantness.

This issues with the approval of the Competent Authority.


In-Charge Guest House
ICAR-CIRG

Copy To:

1. The Director, ICAR-CIRG Makhdoom for kind information please
2. All staff ICAR-CIRG Makhdoom for kind information please (through email).
3. I/c AKMU with the request to upload the same on Institute website/eoffice.
4. Guard File