



भारतीय शर्करा अनुसंधान संस्थान, लखनऊ ICAR – INDIAN INSTITUTE OF SUGARCANE RESEARCH

रायबरेली रोड, पोस्ट-दिलकुशा, लखनऊ - 226002
Raebareli Road, Post-Dilkusha, Lucknow - 226002



Name: (IN BLOCK LETTERS)						
Employment Category of the Visitor	ICAR/SAU	Retired ICAR/SAU	Central/State Government	Retired Central/State Government	Foreigners (SAARC/ Others)	Private/ Others
Designation (If employed)			Employee ID No. Or No. Of any other (Pl. Specify) ID proof			
Full Official Address (If employed) or Full Residential Address (If private/others)						
Contact Numbers:	Office			Mobile		
Email.ID (to be filled must)						
Purpose of Visit	Official		Private			
No. of rooms required						
Duration of stay	Check In Date and Time :		Check Out Date and Time:			
No. of days of stay						
Number and Name of accompanying persons/ Relationship/Age of children	Total Number: Name: 1. 4. 2. 5. 3. 6.					
Purpose of Visit of accompanying persons						

Note: Confirmation of accommodation must be enquired from the Guest House In-charge, ICAR-Indian Institute of Sugarcane Research, Lucknow before proceeding, on any working day at 0522-2491990. Important Instructions as mentioned overleaf is accepted and agreed.

Signature of the Indentor/Guest

To
The Director / OIC Guest House
ICAR – Indian Institute of Sugarcane Research,
Raebareli Road, Post – Dilkusha,
Lucknow - 226002
E-mail – cao.iisr@icar.gov.in
director.sugarcane@icar.gov.in

**IMPORTANT INSTRUCTIONS FOR ALLOTMENT OF ROOMS AT ICAR-IISR,
GUEST HOUSE/FARMERS HOSTEL/KISAN BHAWAN.**

1. Allotment of rooms 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.
2. Generally, allotment of rooms shall not be made for marriage and personal functions.
3. Allotment can be treated as cancelled/shifted in case it is required for departmental VIP use/exigency.
4. **Check-out time is 24 hours.**
5. 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/DARE employee is booking an accommodation for a private person, charges will be as applicable to **“Private Visitor” and not “ICAR Charges”**. Payment of room rent charges will have to be made only by digital means i.e. through POS/Payment Gateway. **No cash payment will be accepted.**
6. 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 charged as per their actual category, as detailed at point 5 above.
7. Maximum continuous stay in the Guest House would be for a **period of 7 days** subject to availability of accommodation.
8. To avoid inconvenience, request for allotment of accommodation should be sent well in advance and positively 10 days in advance in proper format available on the website through Email to cao.iisr@icar.gov.in, or director.sugarcane@icar.gov.in. **No verbal/telephonic request will be entertained.**
9. Confirmation of accommodation must be enquired from the Guest House In-charge / reception before proceeding, on any working day on telephone No. 0522-2491990.
10. Liquor/Smoking is strictly prohibited in the Guest House premises.
11. Pets are not allowed in the Guest House.
12. Copy of Photo Identity card issued by a Government Organisation is compulsory to be submitted to the caretaker at the time of check in. Please carry a copy of your photo identity card and submit to the caretaker while check-in. Every person occupying the room should submit the copy to the caretaker before check in. No entry to the guest rooms will be allowed without submitting copy of the identity card. The rooms of the Guest House will be occupied by only those whose names have been indented in the application form.
13. Proper decorum in the Research Institute and guest house should be maintained. Guest House In-charge reserve the right to withdraw the lodging facilities of the guest if found not maintaining proper decorum and/or creating nuisance for staffs or other guests. Roaming in the research field premises is not allowed and the guests are not allowed to enter inside the field.
14. Children above the age of 5 years will be charged full rate.
15. All the bills should be cleared before vacating the Guest House. Any damages to the property of the Guest rooms will be borne by the Guest.

I agree the above mentioned rules and regulations.

Signature of the Indentor/Guest

Name of the Indentor/Guest _____