



भाकृअनुप - केन्द्रीय शुष्क बागवानी संस्थान
श्री गंगानगर रोड़, बीछवाल, बीकानेर 334 006 राजस्थान भारत
ICAR – Central Institute for Arid Horticulture
Sri Ganganagar Highway, Beechwal, Bikaner- 334006, Rajasthan, India



To
The Director
ICAR- Central Institute for Arid Horticulture
Sri Ganganagar Highway, Beechwal,
Bikaner-334 006, Rajasthan
E-mail: ciah@nic.in; director.ciah@icar.gov.in

Name: (IN BLOCK LETTERS)						
Employment Category	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) Tel and Fax no: Mobile:						
Email. ID (to be filled must)						
Purpose of Visit						
No. of rooms required						
Name, Designation, Address and contact details of the competent sanctioning authority of the tour programme or Inviting authority (If applicable)						
Duration of stay	Check In Date: Time:			Check Out Date: 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						
Signature of Indentor with complete Address & email. Id (to be filled must)						

Note: Confirmation of accommodation must be enquired from the Director Office, ICAR- Central Institute for Arid Horticulture, Bikaner, on any working day between 3.00 PM to 5.00 PM on Telephone No.0151-2250147.

**IMPORTANT INSTRUCTIONS FOR ALLOTMENT OF ROOMS AT ICAR-CIAH
GUEST HOUSE, SRI GANGANAGAR HIGHWAY, BEECHWAL, BIKANER-RAJ.**

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.
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 employee is booking and accommodation for a private person, charges will be as applicable to “Private Visitor” and not “ICAR Charges”.**
6. Maximum continuous stay in the Guest House would be for a **period of 5 days** subject to availability.
7. To avoid inconvenience, request for allotment of accommodation should be sent well in advance or at least two days in advance only in proper format available on the website through e-mail (ciah@nic.in, director.ciah@icar.gov.in). **No verbal/ telephonic request will be entertained.**
8. Confirmation of accommodation must be enquired from the Director Office before proceeding, on any working day between 3.00 PM to 5.00 PM on telephone No. 0151-2250147.
9. Liquor/Smoking is strictly prohibited in the Guest House.
10. Please bring your photocopy of identity card for official record. No entry in the guest house without valid ID card would be allowed.
11. The rooms of the Guest House will be occupied by only those whose names have been indented in the application form.
12. Proper decorum in the Research Institute and Guest House should be maintained. Guest House co-coordinator reserve the right to withdraw the lodging facilities of the guest if found not maintaining proper decorum and/or creating nuisance for others.
13. No person or guest would be allowed to enter or go out of the guest house after 11.30 PM except check in and check out.
14. **Children above the age of 5 years will be charged full rate.**

I agree to the above said rules and regulations.

Signature of the Indenter/Guest