

ALLOTMENT RULES: GUEST HOUSES

The Guest House “**Aashiyana, Nilayam & Gharonda**” at Sushasan Bhawan is primarily meant to cater for outstation visitors coming to AIGGPA for various tasks connected with the projects/seminars/workshops/meetings organized by the Institute.

AASHIYANA

- 1. AIGGPA Staff:** - The accommodation (not more than two rooms) for the guests of regular staff on the role of AIGGPA up to Dy Mgr. level & above may be made available, subject to the availability of rooms, @ Rs. 1000/- per room/day for a period not exceeding five days. They shall be treated as **Category-I** for the purpose of allotment of the accommodation. The expenditure on food and other services shall also be borne by the staff availing the facility.
- 2. Trainees/Guest faculty:** - They shall be treated as **Category-II** for the purpose of allotment of the accommodation. Trainees will be charged Rs.1000/- per day/per person from their project for training programmes. Guest faculty will be charged Rs.2000/- per day/per person from their project for training programmes.
- 3. Project Consultants/Project Research Associates:** - They shall be treated as **Category-III** for the purpose of allotment of the accommodation. The accommodation for Project Consultants/Project Research Associates may be made available, subject to the availability of rooms, @ Rs. 1000/- per day/per room for a period not exceeding **FIVE** days.
- 4. New Staff Joining AIGGPA:** - The accommodation (one room only) for new staff, up to Dy. Manager level, joining AIGGPA on regular post may be allotted for a period not exceeding 15 days @ per day License Fee of entitled accommodation calculated on pro-rata basis. They shall be treated as **Category-IV** for the purpose of

allotment of the accommodation. Beyond 15 days, if permission is granted for additional 05 days, they will be charged Rs 1000/- per day.

5. Non-AIGGPA Category: - Subject to the availability of rooms, the accommodation at Aashiyana may be allotted to non-AIGGPA staff e.g. any people, govt. departments, govt. institutes @ Rs. 3000/- per room/day for a period not exceeding **FIVE** days. They shall be treated as **Category -V** for the purpose of allotment of the accommodation.

NILAYAM

1. AIGGPA Staff: - The accommodation (not more than **two** rooms) for the guests of regular staff on the role of AIGGPA up to Sr. Advisor level & above may be made available, subject to the availability of rooms, @ Rs. 1500/- per room/day for a period not exceeding **FIVE** days. They shall be treated as **Category-I** for the purpose of allotment of the accommodation.

2. Trainees/Guest faculty: - They shall be treated as **Category -II** for the purpose of allotment of the accommodation. Guest faculty will be charged Rs.2000/- per day/per person from their project for training programmes. Trainees will not be applicable.

3. Project Consultants: - They shall be treated as **Category -III** for the purpose of allotment of the accommodation. The accommodation for Project Consultants may be made available, subject to the availability of rooms, @ Rs. 2000/- per person/day for a period not exceeding **FIVE** days.

4. New Staff Joining AIGGPA :- NOT APPLICABLE

5. Non-AIGGPA Category: - Subject to the availability of rooms, the accommodation at Aashiyana may be allotted to non-AIGGPA staff e.g. any people, govt. department, govt. institutes @ Rs. 3000/- per room/day for a period not exceeding **FIVE** days. They shall be treated as **Category -V** for the purpose of allotment of the accommodation.

GHARONDA

1. AIGGPA Staff: - The accommodation for the guests of regular staff on the role of AIGGPA for -

- (a) above Asst. manager level may be made available, subject to the availability of rooms, @ Rs. 500/- per room/day
- (b) Asst. manager & below level may be made available, subject to the availability of rooms, @ Rs. 300/- per room/day

for a period not exceeding **FIVE** days. They shall be treated as **Category -I** for the purpose of allotment of the accommodation.

2. Trainees/Guest faculty: - They shall be treated as **Category -II** for the purpose of allotment of the accommodation. Trainees will be charged Rs.1000/- per day/per person from their project for training programmes. Guest faculty will not be applicable.

3. Project Consultants/Project Research Associates/FIs: - They shall be treated as **Category -III** for the purpose of allotment of the accommodation. The accommodation for Project Consultants/Project Research Associates/FIs may be made available, subject to the availability of rooms,

- (a) Rs. 500/- per room/day for a period not exceeding **FIVE** days.
- (b) Rs. 300/- per person/day beyond **FIVE** days.

4. New Staff Joining -AIGGPA :- The accommodation (one room only) for new staff joining AIGGPA on regular post may be allotted for a period not exceeding 15 days @ per day License Fee of entitled accommodation calculated on pro-rata basis. They shall be treated as **Category-IV** for the purpose of allotment of the accommodation. Beyond 15 days, if permission is granted for additional 05 days, they will be charged Rs 500/- per day.

5. Non-AIGGPA Category: - Subject to the availability of rooms, the accommodation at Gharonda may be allotted to non-AIGGPA staff e.g. any people, govt. department, govt. institute @ Rs. 1000/- per room/day for a period not exceeding **FIVE** days. They shall be treated as **Category -V** for the purpose of allotment of the accommodation.

General Guidelines

The following rules shall apply for the purpose of allotment of accommodation at Guest House – Aashiyana, Nilayam, Gharonda :-

- (a) For officials, written application must be submitted to Chief Manager (Admin) and prior permission of Director/DG be obtained.
- (b) Duration of stay is not extendable except for **Category-II** officials.
- (c) Accommodation cannot be booked by AIGGPA Officials in the name of fellow AIGGPA officials as proxy.
- (d) There shall be no relaxation in the limit of permissible accommodation (No. of rooms).
- (e) Accommodation shall be allotted on the basis of Priority of officials as mentioned above.
- (f) All Guests are to check-in, along with their ID proof and mobile no. in the register kept in Guest House.
- (g) Consumption of alcohol, Gutkha/tobacco, psychotropic substances and playing of loud music by the guests is strictly prohibited. Smoking is prohibited in the following areas: -
 - (1) Rooms.
 - (2) Lounge and Gymnasium.
 - (3) Kitchen and Dining Hall