

DMRA Guest House Policy/01/2024

Subject: Tariff and terms and conditions for DMRA Guest Houses in Trainee's Hostel (Boys) at Shastri Park, New Delhi.

The following new tariff charges, rules & regulations are notified for Guest House facility in Boys' Hostel of Delhi Metro Rail Academy (DMRA) at Shastri Park, New Delhi.

Tariff:

Sr. No.	Description of Guests	Tariff (Excluding GST)#	
		AC Room	AC Suite
1	DMRC Official Guest*	No Charges	
2	DMRC officers: i) On Duty officer (Posted outside Delhi/NCR) except on training. ii) Personal use (Working DMRC officials/ DMRC Ex officials who have retired from DMRC (Not resigned) for Self & Family Members** iii) Personal use (Working DMRC officials only) for Friends & Acquaintances.	i) No Charges ii) ₹ 500/- per day for first 7 days*** iii) ₹ 1000/- per day for first 7 days***	i) No Charges ii) ₹ 750/- per day for first 7 days*** iii) ₹ 1500/- per day for first 7 days***
3	All others	₹ 2000/- per day for first 7 days***	₹ 3000/- per day for first 7 days***
4	In service DMRC Executive Trainees posted outside Delhi/NCR Participating in Customized/refresher training organized by DMRA: ➤ Approval for Stay may be approved for the duration of the training as per approved training module by concerned professor after confirmation of availability from hostel warden.	I. No Charges for duration of stay as per approved training module.	
5	Note: DMRC Executive Trainees Participating in Initial/Induction training organized by DMRA: i) New recruits are not entitled for guest house rooms for residing during training. ii) May avail hostel facility for stay during training as per HR Policy.		

GST Shall be extra as applicable

*Approval of treating official guests shall be given by Director/O&S level for official invited by DMRA for special training programs etc. or nominated/authorised officials visiting to conduct psychometric tests. For all others the approval of treating official guest shall be given by MD.

**Family: 'Family' in relation to an employee includes the person as mentioned in HR policy

*** Tariff above 7 days' will be 2 times of the tariff mentioned above and required to a fresh approval of Dean/DMRA /Director (O&S) as applicable.

Rules Regulations:

The following rules/regulations shall be adapted for the Guest house in Trainee Boys' Hostel Shastri Park, New Delhi.

1. Only DMRC Officers (Regular and Retired from DMRC) shall be allowed to apply for booking in the guest house. The officers who resigned from DMRC shall not be allowed to book the guest house in their own name.
2. Guests/official shall sign the register maintained by Caretaker and make payment at the time of departure. They shall show the proof of identity at the time of arrival.
3. The bookings done by officers retired from DMRC (not resigned) in the category of (friends & acquaintance) shall be treated at par with the tariff in (other category) i.e Rs. 2000/day and charged accordingly.
4. Dependents of officers who have expired while in DMRC service can avail the facilities of booking the guest house. Their request shall be treated at par with officers who have retired (not resigned) from DMRC. To ensure payment of dues booking shall be recommended by serving DMRC official at the time of booking.
5. Officers working in other Govt./PSU's/Metro's etc. shall have to route the application of booking through a DMRC official giving the information as per the format given at the end.
6. For booking of Suites/Rooms the Officer has to clearly mention the description of guest (as per the above table) under which head the guest may be charged.
7. Maximum up to 2 suites/rooms shall be booked at a time in the name of the officer for a particular period. For booking more than 2 suites/rooms approval of Director(O&S) shall be needed.
8. In case the dues are not paid by the DMRC official, it shall be sent for necessary recovery from the salary.
9. For cancellation of confirmed booking less than 2 days before the date of arrival of the guests (excluding the date of arrival), the charges @50% of the tariff under that head will be charged.
10. If the details of guest are not found to be true, the booking would be treated as fraudulent booking and such officer who has given the booking will be held responsible and proceedings as per the D&AR may be initiated.
11. Female guest shall be permitted if accompanied with male family member.
12. Dean/DMRA may approve stay of female guest in exception of this rule on case to case basis.
13. The Check-in-time will be 11:30AM and check out time will be 10:30AM. However, for participants from approved training programs check-in/out may be as per term & conditions of the training charges (if stay in Guest House is included during training duration).
14. Provision of the food shall be available on payment basis. Requirements of food shall be booked through care taker in time. This facility is not included in the guest house Tariffs.
15. All requests for the booking of the Guest House (rooms & suites) will be made by a note to the

Dean/DMRA for approval and get it suitably forwarded as below:

- a) Through their respective HoDs/Dy. HODs by serving Officials.
- b) Self-Request to Dean/DMRA by Retired officials.

The booking can be confirmed on (011-23417910/11/12, Ext. 110453) of Hostel Warden.

Particulars to be provided for Guest House Booking at Trainee's Hostel (Boys), Shastri Park.

(A) DMRC Employee Details

1. Name: _____
2. Designation: _____
3. Emp. No: _____
4. Mobile No.: _____

(B) Guest Details

1. Name & no. of Guests: _____
2. Relationship of Guest with Employee: _____
3. Contact no of the guests: _____
4. Nos of Rooms required: _____
5. Period of Stay (From _____ to _____)
6. To be charged in the category (Refer Tariff Policy): _____

Signature of Applicant

Forwarded/Recommended by (Serving DMRC Official):

Approved by/Dean DMRA