

Guest House Policy/01/2019

Subject: - Tariff and terms and conditions for 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:

S. No.	Description of Guests	Tariff per day
1.	DMRC Official Guest*	No Charges
2.	DMRC officers	
	(i) On Duty (posted outside Delhi/NCR)	(i) No Charges
	(ii) Personal use (DMRC officials/ DMRC Ex officials) for Self & Family Members**.	(ii) Rs.400/- per day for first 7 days ***
	(iii) Personal use (DMRC officials/ DMRC Ex officials) for Friends & Acquaintances.	(iii) Rs.800/- per day for first 7 days ***
3.	All others	Rs.1200/- per day for first 7 days***
4.	For participants of Open/ Customized program	As per approved rates of the program

*The approval of treating any one as DMRC official guest shall be given by MD.

**Family:-All persons in blood relation to the employee or his/her spouse shall be considered as family.

***All stay beyond 7 days shall have to be approved by Director (Operations) and the charges shall be double the applicable charges for 7 days period for that category.

Revised Rules & Regulations:

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

1. 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.
2. The tariff for the Suits shall be 1.5 times the rent mentioned above for the rooms. These suits shall be booked only after approval of Dean/DMRA.
3. In case the dues are not paid by the officials it shall be sent for necessary recovery from the salary.
4. Officer's 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.

5. The food shall be charged extra as per the approved rates.
6. For booking of Suits/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 suits/rooms shall be booked at a time in the name of the officer for a particular period. For booking more than 2 suits/rooms approval of Director (Operations) shall be needed.
8. For cancellation of confirmed booking less than 2days 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.
9. 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 D&AR may be initiated.
10. Female guests are permitted only if accompanied by the male guest.
11. The Check-in-time will be 11:30 AM and check out time will be 10:30 AM. However, to avoid inconvenience to the visitors who reach the destination early in the morning after night journeys, the occupants are advised to vacate the rooms at the earliest on the last day of stay.

All requests for the booking of the Guest House (rooms & suits) will be made by a note to the Dean/DMRA and forwarded through their respective HoDs. The booking can be confirmed on (011-23417910/11/12, Ext. 110135/110586) of Vice Principal/Hostel Warden.

Above tariff and term & conditions are applicable from 04/06/2019.

Guest House Booking at Trainee Boys' Hostel, 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. No. of Rooms required:
5. Period of Stay (From _____to_____):
6. To be charged in the category (as per the table above):

Signature of Officer

Remarks:

Approved/Not Approved

Dean/DMRA