

Guidelines for stay in Indicus Trainees' Hostel

- Submission of a copy of a valid identity card is a must for all the guests seeking accommodation in the trainees' hostel, to ascertain their identity.
- Check out time is 24 hours and day charge will be applicable as per ICAR guidelines
- Allotment of rooms in the Trainees' hostel shall be on first come first serve basis. However, preference will be given for ICAR/DARE officials coming on official visit.
- Allotment can be treated as cancelled/shifted in case it is required for VIP use/ exigency.
- The room rent charges shall be applicable as per the status of the guest staying in the trainees' hostel and not as per the status of the officer who has booked the accommodation, e.g. if any ICAR/DARE employee is booking an accommodation for a private person, charges will be as applicable to "private visitor" and not "ICAR Charges".
- 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 earlier.
- VIP guests of the Ministers of Agriculture (Union as well the state) and the Director General, ICAR will be charged as ICAR official Category rates, only when a written request (fax/email) is received from their offices, or else they will be charged as per their actual category, as detailed at point no. 6.
- Maximum continuous stay in the trainees' hostel would be for a period of 7 days subject to availability. This can be reviewed on "case to case basis by the authority, ICAR-CIBA
- To avoid inconvenience, request for allotment of accommodation should be sent well in advance or at least 5 working days in advance on the prescribed application format through fax /email.
- No unauthorised person shall be allowed to stay in the trainees' hostel
- Liquor /smoking are strictly prohibited in the trainees' hostel premises.
- Pets are not allowed in the trainees' hostel.
- Some rooms shall be kept available with the caretaker for priority in favour of VIP/ Dignitaries/ Ministers' Guest /Director General Guests etc.
- An inventory of articles for use in the rooms is available in each room. The guests are requested to check these items at the time of occupying the room. The responsibility for any missing item will, thereafter, rest with the guests. The Institute shall not be responsible for any loss or damage to personal or the properties of any occupant during his/her stay in the trainees' hostel.
- The guests are responsible for proper use and upkeep of the materials/fixtures provided in the rooms as also in the trainees' hostel. They shall be liable to pay charges for any loss or damage caused by them during their stay.
- The guest is expected to maintain harmony and good behaviour during his/her stay.

Application Form for Allotment of Accommodation at Trainees' Hostel
Central Institute of Brackishwater Aquaculture
75, Santhome High Road, Chennai-600028

Name				
Designation				
Full Official (if employed) or Full Residential Address				
Contact Details	Mobile	Office	Email	
Covid-19 vaccination done? (Please tick)	Yes		No	
Purpose of Visit (Please tick)	Official		Private	
Description of visit				
Category (Please tick)	ICAR/SAU Serving or retired	Serving Central/State Govt./ Autonomous / PSUs	Private Visitor	Foreigner SAARC/Others
Duration of stay	Check-in Date:		Check-out Date:	
	Check-in Time:		Check-out Time:	
Accommodation Requested (Please tick)	Double bed room (Double occupancy)		Three bed room (Triple occupancy)	
Are you willing to share the room with other guests (Please tick)	YES		NO	
Total Number of persons				
Date:	Signature:			

To

The Director

Central Institute of Brackishwater Aquaculture

75, Santhome High Road, Chennai-600028

044-24618817, 24616948, 24610565

Fax: 044-24610311 ; Email: director.ciba@icar.gov.in

For Official Use Only

Recommended for Double Bed Room (s) / VIP suite From _____ To _____ for _____ Persons. Available / Not available Room No.	OIC, Trainees' Hostel	Authorised Signatory
--------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------	-----------------------------