

ALLOTMENT RULES

September, 2011

1. **BOOKING**

- A. Accommodation in the Guest House will be allotted in the following order or preference:
 - I. Teaching/ Academic/Administrative staff visiting from outside Delhi on official work of the University of Delhi.
 - II. New appointees who come to join duty in the University of Delhi
 - III. Members of staff of the other Universities / statutory educational institutions visiting Delhi on University's work/ personal academic work
 - IV. Academician visiting other local University/Institution in Delhi.
- B. Students are not accommodated in the Guest House.
- C. All bookings should be duly sponsored by the Head of the Department/Dean of the Faculty/ Head of the Administrative Unit/ Professor of the Department.
- D. Maximum period for stay in the Guest House is one month. However, in case of Visiting Professor, invited by the University under special clause approved by the E.C., the stay could be extended to a maximum period of three months, on the recommendation of the Vice-Chancellor/ Pro-Vice-Chancellor.
- E. Booking of rooms for Conference /Workshop/Individual academic visitors should be made 120 days in advance and finally confirmed 90 days prior to the date of the Conference/Workshop/Individual guest, on appropriate booking /reservation form.
- F. Get-together of University Faculty members can be hosted with one month prior notice and signed from the concerned Head of the Department. For such parties-official (where the payment is made out of the official funds of the University/ College/Department) and semi-official (where teachers/University administrative staff, contribute for the party), the Lounge charges need to be paid, along with, full advance for the party.
- G. Private/Political functions are not permitted in the Guest House.
- H. Extension of booking will not be automatic. However, it may be considered subject to availability of accommodation and on the request of the Department/ Institution.

2. **CANCELLATION OF BOOKING**

The Department concerned should inform the Guest House in writing, as early as possible, about the cancellation of the bookings. The following will be the cancellation charges:

- A. Booking cancelled one month earlier - No charges
- B. Booking cancelled before 15 days - One day rent
- C. Booking cancelled before 48 hrs - 50% of the entire booking.
- D. Last moment cancellation - Charges for the entire booking.

3. ROOM TARIFF (Per day)

	Official	Non-Official
A. Double bedroom (A.C)	Rs.700	Rs. 900
B. Extra person in any room	Rs. 100	Rs. 100

4. LOUNGE TARIFF (Per day)

- A. Without Mike & Projector - Rs. 5000.00
- B. With Mike & Projector - Rs. 6000.00

- 5. **COMMITTEE ROOM** - Rs. 500.00

6. CHECK OUT TIME

Twenty four hrs. from the time of check-in.

7. PAYMENTS

- A. Bills must be cleared during office hours i.e. 10.00 a.m. to 4.00 p.m. on working days. In case, a guest need to leave on a Saturday/ Sunday or holiday, the payments should be made a day earlier.
- B. All Departments must pay Guest House bills within three months. If any Department or any individual sponsored by the Departments has not cleared the bills within the stipulated period, the Guest house will not make any bookings until the bills are cleared by the Department/Individual.

8. CATERING TIMINGS

- Meals, other than Bed Tea and Breakfast, will be served on advance order during the following hours :
 - Bed Tea 6:30 a.m. to 7:00 a.m.
 - (Room rent includes bed tea)
 - Breakfast 7:30 a.m. to 9:30 a.m.
 - Lunch 1:00 p.m. to 2:00 p.m.
 - Dinner 7:30 p.m. to 9:30 p.m.
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- All meals, except Bed Tea and Tea, will be served only in the Dining Hall.
- Outside catering is not allowed.
- Catering arrangements in the Guest House only for Tea/Lunch/Dinner can be made for a maximum of 100(hundred) persons on prescribed charges.

9. GENERAL RULES

- All guests must sign the Guest Register kept on the Front Desk Counter before check-in and check-out.
- An inventory of articles is available in the rooms. The responsibility for missing items or for breakage will rest with the guest.
- Guests will not be allowed to keep additional persons in their rooms, without the prior approval of the Manager, Guest House.
- Cooking in rooms is not permitted.
- Drinking of alcohol is strictly prohibited.
- Guest must deposit keys of their rooms at the reception before leaving the Guest House.

- 10. All foreign nationals, on arrival, must fill a 'C' form and get their passport checked in the office.

Notwithstanding any provision in the aforesaid rules, the management of the Delhi University Guest House reserve the right to refuse booking or cancel the accommodation in the Guest House, at any stage, without assigning any reason.

**Managing Committee
University Guest House**

Address for communication

**University Guest House
University Road,
Tel : 00-91-11-27667544, 011-27662161
Email id: duguesthouse@gmail.com**

Important Telephone Numbers

1. North Campus Exchange: 011-27667725
2. South Campus Exchange: 011-24111955
3. Univ. Information Centre: 011-27006900
4. Railway Enquiry : 139
5. Reservation Counter D.U. : 011-27667649
6. Air Lines : 1600227722/1800227722
7. Toll Free 24 hrs. : 23320005
8. Taxi Stand Reids Lines : 011-27667150
9. Taxi Stand Vijay Nagar : 011-27667526
10. Police Station Maurice Nagar : 011-27667173
11. Tourism Govt. of India : 011-23320005
Postal G.P.O. : 011-23865727