



# ICAR-Central Coastal Agricultural Research Institute

ELA, OLD GOA 403 402

भाकृअनुप - केन्द्रीय तटीय कृषि अनुसंधान संस्थान

एला, ओल्ड गोवा-४०३ ४०२



<b>Name: (IN BLOCK LETTERS)</b>					
Employment Category of the Visitor	ICAR/SAU	Central/State Government	Private/Others	Foreigners (SAARC/Others)	A/c Dormitory 4 single beds (common washroom)
Designation (If employed)				Employee ID No. Or No. Of any other (Pl. Specify) ID proof	
Full Official Address (If employed) or Full Residential Address (If private/others) Tel and Fax no: Mobile:					
<b>Email.ID (to be filled must)</b>					
<b>Purpose of Visit</b>	Official		Private		
<b>No. of rooms required</b>					
<b>Duration of stay</b>	Check In Date and Time :		Check Out Date and Time:		
<b>No. of days of stay</b>					
Number and Name of accompanying persons/ Relationship/Age of children	Total Number: Name: 1. 4. 2. 5. 3. 6.				
Signature of Indentor with complete Address & email. ID (to be filled must)					

Note: For Confirmation of accommodation or any other queries please contact on Telephone No.0832-2995095.

To

The Director

ICAR-Central Coastal Agricultural Research Institute,

Ela, Old Goa – 403 402

E-mail [guesthouse.ccari@gmail.com](mailto:guesthouse.ccari@gmail.com)

## **IMPORTANT INSTRUCTIONS FOR ALLOTMENT OF ROOMS AT ICAR-CCARI, GOA – GUEST HOUSE.**

1. Allotment of rooms in the Guest House shall be on first come first serve basis. However, preference will be given for ICAR/SAU Officers coming on Official Visit.
2. Generally, allotment of rooms shall not be made for marriage and personal functions.
3. Allotment can be treated as cancelled/shifted in case it is required for departmental VIP use.
4. **The room rent charges shall be applicable as per the status of the guest staying in the guest house and not as per the status who has booked the accommodation e.g. if an ICAR employee is booking and accommodation for a private person, charges will be as applicable to “Private Visitor” and not “ICAR Charges”.**
5. Maximum continuous stay in the Guest House would be for a **period of 5 days** subject to availability.
6. To avoid inconvenience, request for allotment of accommodation should be sent 15 days in advance in proper format available on the online form on Institute website. **No verbal/telephonic request will be entertained.**
7. For Confirmation of accommodation or any other queries contact on telephone No. 0832-2995095
8. Liquor/Smoking is strictly prohibited in the Guest House.
9. Pets are not allowed in the Guest House.
10. Copy of Photo Identity card issued by a Government Organisation is compulsory to be submitted to the caretaker at the time of check in. Every person occupying the room should submit the copy to the caretaker before check in. No entry to the guest rooms will be allowed without submitting copy of the identity card. The rooms of the Guest House will be occupied by only those whose names have been indented in the application form.
11. Proper decorum in the Research Institute and guest house should be maintained. Guest House co-ordinator reserve the right to withdraw the lodging facilities of the guest if found not maintaining proper decorum and/or creating nuisance for others.
12. No person or guest would be allowed to enter or go out of the guest house after 11.30 PM except check in and check out.
13. **All the bills should be cleared before vacating the Guest House. Any damages to the property of the Guest rooms will be borne by the Guest.**