

सीएसआईआर - राष्ट्रीय वांतरिक्ष प्रयोगशालाएं
CSIR - NATIONAL AEROSPACE LABORATORIES
बेंगलूरु BENGALURU 560 017

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परिपत्र CIRCULAR

Sub: Guidelines for Guesthouse booking – reg.

The Director, CSIR – NAL has approved the following guidelines to be strictly adhered for booking of Guesthouse accommodation at CSIR – NAL Guest House :

1. CSIR staff members and Pensioners should forward the Guesthouse accommodation request in Guest House Form only along with a copy of the Govt. ID Card and Office ID Card. CSIR staff members should forward the accommodation request through official e-mail ID or by fax through the concerned HOD only.
2. Guesthouse requests with incomplete information will be summarily rejected.
3. Non-CSIR Officials visiting NAL for attending meetings, conferences, and seminars need to forward their application through proper channels/ on official letterhead through the concerned HOD only. Only genuine cases should be recommended and forwarded to the guesthouse for accommodation by the recommending officer (Intenders, Project leaders, HODs, CSIR Employees, Pensioners,) and they will be responsible for the deeds of the guest during the stay.
4. Rooms will be allotted only after the verification of ID cards and other credentials of the guest. A copy of the official ID card and Govt. ID card needs to be provided at Guesthouse reception at the time of check-in. Copies of the ID cards need to be attached/ uploaded in advance to confirm the accommodation.
5. Guesthouse accommodation requests (Official/ Personal with full details of guests) should be given at least a minimum of seven days in advance.
6. Visitors of the guest are not allowed to the guest rooms. General Visitors are strictly restricted to enter the Guesthouse premises. Meetings are not allowed to be conducted at Guest House.
7. Any changes in the arrival/ departure of guests need to be brought to the notice of the In-charge, Guesthouse immediately.
8. The Guesthouse rooms will no longer be allotted to any of the staff members of CSIR – NAL and CSIR – 4PI and their family members on medical grounds. In emergency cases, Director, NAL will decide the genuine cases.
9. Separate dining hall facility will be allotted for personal and official guests.
10. Guest need to do the booking in advance for the Catering arrangements like Breakfast, Lunch/Dinner.
11. Guesthouse payments have been digitalized and all the payments are allowed through digital mode (Debit/credit card only). Room rent charges will be applicable as per 12.00 noon check-out.

This is issued with the approval of Director, CSIR-NAL.

dr. dr. Balakrishna
[के.आर. बालकृष्ण K. R. Balakrishna]

वरिष्ठ प्रशासन नियंत्रक Sr. Controller of Administration

To :

All Heads of Divisions / Sections

Head, KTMD - with a request to host the circular in intranet / internet