Rules for University Guest House

The University Guest House provides accommodation & service to the guest who come to CBLU, Bhiwani for official & academic purpose. The University at its discretion may extend the facility to its staff/guest for private use, provided:
(i) accommodation is available and
(ii) the following rules are fulfilled.
The application form may be downloaded from University Website (www.cblu.ac.in/______).

Booking and Cancellation Rules:

1. Application form will be entertained before seven (07) days from the date of booking.
2. Duly filled in form, forwarded by respective Dean/Head/In-Charge should be submitted in the General branch with approval of the competent authority (a copy of the letter/noting should be enclosed).
3. The booking is purely provisional and subject to availability of Rooms/Services.
4. No telephonic bookings will be entertained.
5. The room is allotted on the condition, that if necessary, the allottee shall have no objection in sharing accommodation with another guest.
6. Confirmation of allotment will be informed through e-mail or can be checked with General Branch.
7. Smoking or use of liquor in any form is banned in the University Guest House premises.
8. No explosive items/ highly inflammable/ articles/ Alcoholic beverage & pets shall be allowed to be kept in the room.
9. In case of personal booking, Guest House charges must be paid in advance. Payment must be paid by Intender/Applicant at the time of allotment itself.
10. Decency in all aspects conducive to academic atmosphere should be maintained in the campus, if anything found not in order, fine may be imposed as decided by the University.
11. Use of Lawns, Lounge and dining hall:
   a. Strictly restricted to official functions of the University.
   b. Can be used free of cost, with the permission of the Vice-Chancellor/Registrar, for farewell functions/parties etc. for University employee(s).
12. Payment towards reservation of room(s) will have to be remitted in advance. For the requests received by post, rent will be charged at the time of occupying the room.
13. Check-out time shall be 12:00 noon, afterword charges will be applicable as per rule.
14. Telephone charges as per actual use.
15. A.C/Non-AC rooms shall be allotted with the permission of the Registrar during office hours beyond which the In-charge, General Branch/Manager shall permit usages for only bonafide purposes and seek ex-post facto sanction.
16. No person shall ordinarily be permitted to stay in Guest/Faculty House for a period exceeding seven days except in the case of CBLU employee joining on first appointment or on transfer. Staying beyond seven days shall be allowed only with the permission of Vice-Chancellor. In such cases, Rs. 25/- per day as electricity and water charges shall be charged for duration of stay beyond seven days.

17. Only authorized persons will be allowed to stay in Guest/faculty house.

18. All the dues must be cleared by the guest(s)/applicant and key(s) must be handed over to the official deputed by the In-Charge (Gen) after handing over the articles. The damage, if any, will be borne by the occupant.

19. The Vice-Chancellor is competent to cancel any allotment in case of any exigency requiring such a step and the Vice-Chancellor/Registrar reserve the right to inspect/order of inspection of any room at any time without notice.

20. The Vice-Chancellor may, wherever he considers necessary, waive off the lodging charges in addition to exceptions provided in these rules.

Responsibilities of Applicant/forwarding Official

All the facilities in Guest House are necessarily for official purpose only. The indenters are advised not to book rooms for personal purposes of the visitors in view of the resource crunch as well as security hazards. By filling up the requisition form for allotment of Guest House facilities, the applicant/forwarding officer shall be treated to have accepted to abide by all the rules and take personal responsibility for the genuineness of the visitor, behavioural issues with the visitor and any damages caused by the visitor during the stay.

Responsibilities of the Guest(s)

1. The Guest House belongings provided in the room must be kept intact and proper handling should be ensured by the guest during his/her stay. In case of damage/loss, if any, due to mishandling the same will to be borne by the occupant/applicant.

2. The Guests are required to switch off lights, fans, AC & TV and close the windows & door when they leave the room, even for a very short time.

3. Personal Locks are not to be used for locking the doors of the rooms.

4. Valuables should be kept under safe custody. The Guest House will not be responsible for any loss.

5. Consumption of Alcohol/Smoke is strictly prohibited.

6. Guest are advised to get the rooms cleaned in their presence only. If the guest has no objection for getting the room cleaned in his/her absence, he/she should deposit the keys at the reception.

7. Male guests are not allowed to visit the rooms occupied by female guests without prior permission from the concerned guest and vice-versa.

Emergency Health Care:

Contact Doctor/Pharmacist: _________
1. **Free Boarding/lodging facility will be given to following persons:**

- Any Guest(s) allowed to be treated as University Guest(s) by the Vice-Chancellor/Registrar.
- Ministers of Central or State Government/Governor/ACS, Higher Education/Finance Officer, Higher Education.
- Members of the Court/Executive Council/Academic Council/Finance Committee/Establishment Committee/Selection Committee/Board of Studies/Departmental Research Committee while on visit to the University in connection with the meeting of these bodies.
- Vice-Chancellor(s) & Registrar(s) of the Universities of Haryana State.
- Former Vice-Chancellors of the Universities of Haryana State.
- Resource Persons, PGBOS/UGBOS/teachers/examiners of other Universities coming to attend official meetings/delivering lectures at CBLU, Bhiwani.

2. **Charges as follow may apply for the persons not mentioned above:**

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Type of Guest</th>
<th>Per Room Rates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Non-Teaching Staff on CBLU duties.</td>
<td>100 150</td>
</tr>
<tr>
<td>2</td>
<td>Teaching Staff on CBLU duties.</td>
<td>250 300</td>
</tr>
<tr>
<td>3</td>
<td>Guest of the Serving/Retd. Employees of CBLU</td>
<td>500 700</td>
</tr>
<tr>
<td>4</td>
<td>Employees of other universities/aided Colleges of CBLU/Govt. Colleges of CBLU</td>
<td>500 700</td>
</tr>
<tr>
<td>5</td>
<td>Officer of Haryana / Central Govt. Autonomous Bodies including Judges. Provided that request is received from the Commissioner/I.G. Police/DC/SP/District Session Judge, Bhiwani</td>
<td>500 700</td>
</tr>
<tr>
<td>6</td>
<td>Marriage and marriage related function of serving/retired of the University employees (Self/Son/Daughter)</td>
<td>500 700</td>
</tr>
<tr>
<td>7</td>
<td>Other unaided Affiliated Colleges</td>
<td>700 1000</td>
</tr>
<tr>
<td>8</td>
<td>Private person except above</td>
<td>700 1000</td>
</tr>
</tbody>
</table>
Catering Facilities

1. For booking meals for Guest(s)/institute activity/short course meeting/seminar/conference etc. an approval from the authority is required with the Requisition form dully filled by the applicant.

2. Only vegetarian dishes will be served.

3. Written intimation of any change in the numbers of guests should be submitted at least 24 hours in advance.

4. The booking is purely provisional and subject to the availability of rooms/services and can be cancelled at any time due to the circumstances that the authorities deem as fit.

5. No telephonic booking will be entertained.

6. Written intimation of cancellation should be submitted in the General Branch well in advance.

7. No Telephonic cancellations will be entertained.

MENU:

Breakfast:

02 Stuffed Praotha + Dahi + Achar +Butter +Tea/ Coffee

OR

Bread/Sandwich + Tea/Coffee

Lunch & Dinner:

Vegetable Thali (Sabji* + Dal + Dahi/Raita + Rice + 05 Butter Roti + Papad + Salad + Sweet Dish)

*As per the availability of the seasonal vegetables

Meals Tariff:

<table>
<thead>
<tr>
<th>Items</th>
<th>Rate (Rs.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tea</td>
<td>10.00</td>
</tr>
<tr>
<td>Coffee</td>
<td>20.00</td>
</tr>
<tr>
<td>Breakfast</td>
<td>100.00</td>
</tr>
<tr>
<td>Lunch</td>
<td>250.00</td>
</tr>
<tr>
<td>Dinner</td>
<td>250.00</td>
</tr>
</tbody>
</table>

NOTE: Separate charges will be paid by the Guest if there is additional requirement of item out of the standard menu (As per market rate).
In case of non-availability of University Guest House, the following can be approached:

1. Public Guest House:
   BSEH/PWD Guest House/Irrigation Department/Baya Guest House/ Panchayat Ghar.
2. Private Guest House
3. Local Dharmshala
University Guest House

To,
In-Charge, General Branch,
CBLU, Bhiwani

R/Sir/Madam,

Please book accommodation for the following Guest(s) with their particulars as given below:

1. Name of Guest:
   
2. Mob. No. & Address:
   
3. Purpose of Visit:
   
4. Arrival Date: ____________________ Time ____________________
   
5. Departure Date: ____________________ Time ____________________
   
6. Type of Room:
   - [ ] A.C. Room
   - [ ] Non A.C. Room
   
7. No. of Rooms Required: ____________________ Period of Stay ____________________
   
8. Category of Guest
   - [ ] Official
   - [ ] Non-Official
   Kindly attach approval from the authority.
   Payment will be made by Guest/Applicant.

9. Catering Facility
   - Refreshment/Breakfast/Lunch/Dinner
   (Tick whatever is/are required with relevant approval)

Name of Applicant: ____________________
Designation/Deptt.: ____________________
Mob. No.: ____________________
E-Mail ID: ____________________

Signature of the Official:

Important Instructions:
- Requisition for booking should be made at least one week prior to the date of arrival of the guest(s) and inform I/C, Guest House accordingly.
- Catering facility will be given with authority's approval otherwise the arrangements will be made by the department itself.
- For Non-Official Guest: The Applicant will be responsible for above mentioned Guest's conduct. If he/she fails to make payment of lodging/boarding charges etc., the same may be made by the applicant.

FOR OFFICE USE
1. Accommodation: Available/Not Available
2. From ____________ To ____________
3. Photo ID: ____________________ Bearing No.
4. Room Type. allotted ____________________
5. Rent/Free of Cost ____________________
6. Catering Facility ____________________
7. Arrival Time ____________________
8. Departure Time ____________________
9. Remarks (if any) ____________________