

Standard Operating Procedure (SOP) for NCMRWF Guest House



National Centre for Medium Range Weather Forecasting (NCMRWF), Ministry of
Earth Sciences
A-50, Sector-62, Noida, UP 201309

Guidelines for bookings and cancellations of accommodation in NCMRWF Guest House 'SARANG'.

1.	For booking facilities in NCMRWF Guest House, the "Requisition/Application Forms" are available at the Administration/Reception of GH or can be downloaded from NCMRWF website (https://www.ncmrwf.gov.in/Guest_House_PDF.php). No telephonic bookings/cancellation will be entertained.
2.	Duly filled forms are to be forwarded by respective Head of Section (HOS) of NCMRWF, which may be submitted at the NCMRWF administration office or can be sent through e-mail to the approving authority. The filled in forms should be complete in all respects. Incomplete forms are to be rejected.
3.	Head, NCMRWF is the approving authority. All the requests are to be sent to Head, NCMRWF via e-mail (director@ncmrwf.gov.in).
4.	The guest house bookings are purely provisional and subject to availability. It is mandatory for Visitors/Guests/HOSs to indicate the check-in and check-out dates at the time of booking, which helps to keep record of availability/non-availability of accommodation.
5.	Confirmation of booking will be communicated through either e-mail or can also confirm from Administration/reception office of NCMRWF within 48 hours of submission of the request by HOS.
6.	Cancellations can be made by submitting a duly filled form, along with justification for cancellation, at the NCMRWF administration office or can be sent through e-mail to the approving authority.
7.	For cancellation of a confirmed reservation, visitor/guest/HOS are required to intimate at least 24 hours before the date and time of check-in to the NCMRWF guest house.
8.	Visitors should also enter their full name, designation, contact number, and address in the visitor's register along with the details of HOS booking the accommodation. Visitors/Guests should sign in the register at the time of check-in and check-out of the NCMRWF Guest House.
9.	Visitors/Guests should settle their dues one day before checking out of the NCMRWF guest house.
10.	Visitors/Guests are requested to pay lodging charge of Guest House through net transfer (preferably)/cheque/cash and netbanking.

❖ **Revised Guest house rates will be effective from date 01/10/2023****Tariffs/Charges for limited Accommodation in NCMRWF Guest Houses.
(Bookings for number of Days not exceeding 20 days; charges/night)**

	Particulars of visitors	Charge/Room/night
1	All officials of Government of India on duty to NCMRWF and to other Government Department/Institutions	Rs. 1500/-
2	Retired Govt. employee coming for official work	Rs. 1000/-
3	Foreign/International guests on duty to NCMRWF and to other Government Department/Institutions	Rs. 3000/-
6	All persons of private Visit (Approved Guest of NCMRWF/Employee)	Rs. 2000/-

(12% GST to be included)

Rooms in 'Sarang Annexe' are to be exclusively given to serving or retired officers only. Under exceptional cases with the approval of the approving authority, the rooms may be allotted to students. Request for waiver of any of the room charges is to be directed to approving authority (Head NCMRWF) and he/she solely reserves the right to approve or deny. Waiver of the charges can be considered under conditions listed at the bottom of this page. Generally, the suites will not be available to guest on Private visits. However, for special case, the suites may be allotted with permission from approving authority (Head NCMRWF)

	Particulars of visitors	Charge/Room/night
1	All officials of Government of India on duty to NCMRWF and to other Government Department/Institutions	Rs. 800/-
2	Retired Govt. employee coming for official work	Rs. 500/-
3	Foreign/International guests on duty to NCMRWF and to other Government Department/Institutions	Rs. 1500/-
4	Student with fellowship	Rs. 500/-
5	Student without fellowship visiting NCMRWF for project/internship work	Rs. 0/-
6	All persons of private Visit (Approved Guest of NCMRWF/Employee)	Rs. 1000/-

(12% GST to be included)

Rooms in 'Sarang' are to be exclusively given to serving or retired officers and students. Request for waiver of any of the room charges is to be directed to approving authority (Head NCMRWF) and he/she solely reserves the right to approve or deny. Waiver of the charges can be considered under conditions listed at the bottom of this page.

Eligibility for waiver of Room charges:

- Guests visiting NCMRWF on the invitation from NCMRWF for lecture/talk/meeting/discussions with NCMRWF Scientists
- Students without fellowship visiting NCMRWF for academic R & D work, dissertation/internship/project work etc., are to be given full waiver of the room charges.

**Tariffs/Charges for unlimited Accommodation in NCMRWF Guest Houses.
(Bookings for number of Days exceeding 20 days; charges/month)**

1. Rates to be charged for stay In Sarang Guest House		
	Particulars of Guests/Visitors	Room Charge per month
1	All officials of Government of India on duty to NCMRWF and to other Government Department/Institutions & others	Rs. 16800/-
2	Student with fellowship	(Rs.10500/-)
3	Student without fellowship visiting NCMRWF for project/intership	(Rs.0/-)

(70% of daily charges * 30 days))

Rooms in 'Sarang' are to be exclusively given to serving or retired officers and students. Request for waiver of any of the room charges is to be directed to approving authority (Head NCMRWF) and he/she solely reserves the right to approve or deny.

Guest Specific Information:

- The check in time is 09:00 AM and check out time is 12.00 noon. If the visitors intend to stay beyond 12.00 noon they should obtained prior permission. In case of an extended stay of the guest beyond 3 hours of the check-out time (i.e., after 03:00PM), the guests will incur applicable charges of 1 night.
- No claims for Loss/ damage or lapse of services will be entertained at any stage by the Institute.
- Guests 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.
- While leaving the guest house the visitors are requested to get their rooms checked by the security guard to ensure that all the furniture's fittings etc. are in position and nothing is missing or damaged.
- Please switch off the lights and other equipment when not in use. Please keep the rooms locked while going outside.
- Consumption of Narcotics/Alcoholic drinks etc. is strictly prohibited in Guest House premises.
- Visitors/guests should not allow their private guests, friends, and relatives etc. to stay with them in the NCMRWF guest house.
- The waiver, if any will be at the discretion of Head NCMRWF, for example, if any NCMRWF invited guest is there the Head NCMRWF may wish to waive off the Guest House rent or food charges, etc. For prolong stay, for instance, for students staying more than 20 days the charge is fixed at 30 % discounted rate for rent. It is inclusive of the cleaning services (weekly once or twice, depending on the preference of guest) and no extra charges should be levied on the guest.
- The tariff may be reviewed in a six (06) months time to accommodate any changes as per the expenses for maintenance, etc.
- Any damages incurred during their stay, a guest should be charged the cost of the item damaged with a penalty of additional Rs. 500/- which is for fixing of the item. For example, electrical appliances, etc.

Complaints:

- In case of any complaint, the same should be either brought to the notice of the Caretaker/Admin In charge or entered in the complaint book at the reception.
- In case of non- redressal of complaint by the Caretaker/ Admin In charge, the Director, NCMRWF can be informed.