



भा कृ अनु प - राष्ट्रीय पशु पोषण एवं शरीर क्रिया विज्ञान संस्थान
अडुगोड़ी, बेंगलुरु 560030
ICAR-National Institute of Animal Nutrition and Physiology
Aduodi, Bengaluru 560030



Important Instructions for Allotment of Rooms at ICAR-NIANP Guest House

The institute faculty and guests are requested to observe the following for accommodation in ICAR-NIANP Guest House

- To avoid inconvenience, request for allotment of accommodation should be sent well in advance or at least two working days in advance, only in proper format available on the website, through e-mail (nianpguesthouse@gmail.com) OR FAX (+91-80-25711420). No verbal/ telephonic request will be entertained.
- Please bring photocopy of your identity card for official record. No entry in the Guest House without proper valid ID card would be allowed.
- Allotment of suites 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.
- Allotment can be treated as cancelled/shifted in case it is required for departmental VIP use.
- Persons staying in the Guest House are not entitled to bring in unauthorized guest(s) to stay with them in the Guest House.
- **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 an accommodation for a private person, charges will be as applicable to "Private Visitor" and not "ICAR Charges".**
- At the time of check-in or soon thereafter, please re-confirm the dates of your entire booking at the reception. Sometimes booking in the same room or the same type of room is unavailable for the entire duration of a Guest's stay. This is clearly made known to the host at the time of booking. Re-confirming with the reception can help the concerned guest to avoid misunderstanding and surprises.
- Generally, allotment of rooms **shall not** be made for marriage and personal functions.

- In case a guest fails to occupy the booked accommodation, the same will be cancelled after one day of the booking date.
- The rooms of the Guest House will be occupied by only those, whose names have been indented in the application form. Children above the age of 5 years will be charged full rate.
- In case of emergency, due to heavy booking, a single occupant of the room may be asked to share the accommodation with another guest.
- Maximum continuous stay in the Guest House would be for a period of 7 days subject to availability.
- Proper decorum appropriate for Research Institute and Guest House should be maintained. Guest House In-charge reserves the right to withdraw the lodging facilities of the guest, if found not maintaining proper decorum and/or creating nuisance for others.
- Booking is not permitted for guests undergoing medical treatment/ advice who are suffering from communicable disease or are bed ridden or are post-delivery/operative cases.
- **In case of dispute over bookings, the Guest is advised to contact the Officer In-charge of the Guest House. In any such case, it is strictly forbidden to argue/abuse the Guest House staff in any way as they are not entitled to make any changes in the booking without approval. They have instructions to contact the Institute security to deal with any situation involving unpleasantness.**
- Feed Back forms are available at the guest house may kindly be used for communicating the needs of improvements, complaints and/or comments.