



# उड़ीसा केंद्रीय विश्वविद्यालय, कोरापुट

(केंद्रीय विश्वविद्यालय अधिनियम 2009 के तहत स्थापित)

## Central University of Orissa, Koraput

(Established Under the Central Universities Act, 2009)

Ref.No. CUO/Admn/Reg/OO/02/520

Dt.11.03.2019

### OFFICE MEMORANDUM

#### RULES AND REGULATIONS OF UNIVERSITY GUEST HOUSE

The following rules and regulations of the CUO Guest House come into immediate effect from the date of issue of this Office Memorandum.

1. Guest House may accommodate only notified guests of the University, official guests, newly recruited faculties, outstation guest faculties and any other person duly recommended and approved by the competent authority.
2. Official guests shall have priority over and above the non-official guests.
3. The official guests are allowed to stay in the Guest House for a maximum period of one week (7 days) or as per officially approved duration whichever is earlier.
4. No free accommodation shall be provided to any guest; all shall be charged as per tariff revised from time to time, except in case of the notified guests of the University or under specific instructions from the Registrar.
5. Every guest shall be required to make necessary entries in the Visitor's Book/ Guest Occupancy Register maintained in the Guest House.
6. Advance amount may be collected towards room rent from the official guests at the time of their Check in / Booking. In case the applicable charges are to be paid by the University for their stay, the indenter branch/official will be responsible for clearing the bill within seven (7) working days, failing which the amount would be deducted from the salary of the indenter without any further notice.
7. The faculties or the officers of the University, who have newly joined the University, may be allowed to stay in the Guest House for a maximum period of 15 (fifteen) days on office order and payment of rent decided from time to time.
8. For non-official guests, the request for an accommodation will be accepted, at least a week (7 days) before their arrival, only on recommendations from faculty members or officers not below the rank of an Assistant Registrar.
9. The non-official guests shall pay rental charges for the period of booking even if the room allotted to her/him remains vacant due to their late arrival.
10. Request for non-official booking shall be confirmed not earlier than three (3) days in advance. If cancellation is made by the guest at least two (2) days before the expected time of arrival, entire advance amount, if paid, will be returned after deducting Rs.200/- (two hundred) towards administrative charges. For cancellation made less than 1 (one) day before arrival, no refund will be given.

