



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.



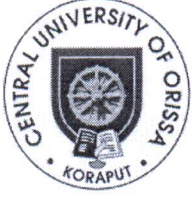
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11. Maximum period of stay for non-official guest will be for a period of three (3) days.
12. In case of default in payment of room rent and other charges, the same will be recovered along with penal interest from the salary of the indenter without serving any further notice.
13. Students shall not be accommodated in the Guest House. However, in exceptional case, parents of students may be permitted to stay as non-official guests for a maximum period of 3 (three) days subject to availability of rooms and the rules specified below:
 - a. The student is required to apply for accommodation of her/ his parents at least seven (7) days in advance.
 - b. The student is required to apply in the indent Form meant for this purpose duly recommended by the HoD of the respective Department, Hostel Warden, and Dean/DSW.
 - c. Following documents are required to be attached with the application form
 - i. Student identity card and Semester registration card
 - ii. Photo identity proof of parents/guardian
 - iii. Permanent address proof of the guest
14. In case of non-availability of accommodation, the guests may be asked to either cancel their requisition or opt for shared accommodation.
15. Subject to availability of required facilities in the Guest House, requests for preparation of lunch, dinner etc shall be handled and charged. The guests shall be served bed-tea/coffee, breakfast, lunch, and dinner subject to guests being available at the specified time in the Guest House.
16. No room service is available.
17. The room tariff does not include any meal, snacks or tea etc.
18. Serving/catering of outside food is not allowed inside the Guest House.
19. For the purpose of accounting, a day means 24 (twenty-four) hours or part thereof from the time of check-in.
20. Reservation / booking of accommodation in the guest house shall not confer on the allottees any right of tenancy and the University shall have the right to get the rooms vacated at any time without giving any notice or assigning any reason in case of unauthorized stay/over stay.
21. The Guest House is under the administrative control of the designated authority/official as appointed by the Registrar. The guest is expected to maintain harmony and good behaviour during her/his stay.
22. No unauthorized person shall be allowed to stay in the Guest House.
23. The use of alcoholic drinks or drugs in the Guest House is strictly prohibited.



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24. The University shall not be responsible for any loss of or damage to a person or property of the guest during his / her stay in the Guest House.
25. Persons using the Guest House have to pay the damages caused by them to the building/furniture/fixtures or any other properties of the University during her/his stay.
26. Private/political functions are not allowed inside the Guest House.
27. Extension of booking is not automatic. However, it may be considered subject to request/recommendation of the department/office, availability of accommodation, and subject to payment of charges for the extended period in advance.
28. All bookings will be made on receipt of indent from duly filled and signed by the indenter. No booking will be done without receipt of duly filled in Indent form.
29. All accommodation bookings are strictly subject to availability. Mere booking for accommodation does not entail the guest a right to stay. University reserves the right to get the rooms vacated if there is an unauthorized stay or over-stay. University also has the right to vacate the guests for any inappropriate/ unacceptable behaviour.
30. There shall be no concession in tariff for failure of air conditioning, electricity, water supply or any other facility.
31. Guests shall switch off the electric/ electronic equipment when not in use/ whenever leaving the room.
32. A person suffering from infectious disease shall not be allowed to stay in the Guest House.
33. The tariff for types of accommodation of the Guest House shall be as follows:

Room	Suite
Rs. 300/- per day for single occupancy per day Rs. 400/- per day for double occupancy per day	Rs. 500/- per day for single occupancy per day Rs. 600/- per day for double occupancy per day

REGISTRAR

Copy for information to:

1. Finance Officer, I/C, CUO
2. Dean, SBCNR, CUO
3. Associate Dean, Student Welfare, CUO
4. Jt. Registrar (Admn), CUO
5. Jt. Registrar (Academics), CUO
6. All Heads/Head I/C, CUO



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7. Chief Warden, CUO
8. Warden, Boys' Hostel, CUO
9. Warden, Girls' Hostel, CUO
10. Asst. Librarian, CUO
11. PRO with request to upload the Rules on University website
12. PS to VC, CUO
13. Manager, Univ. Guest House
14. Notice Boards
15. Guard File