



भा.कृ.अनु.प. –महात्मा गाँधी समेकित कृषि अनुसंधान संस्थान
पिपराकोठी,मोतिहारी (पूर्वचम्पारण),बिहार-845429
ICAR-Mahatma Gandhi Integrated Farming Research Institute
Piprakothi, Motihari, East Champaran, Bihar-845429

To

The Director

ICAR- Mahatma Gandhi Integrated Farming Research Institute

NH 28 A, Piprakothi, Motihari, Bihar- 845429

E-mail: **director-mgifri @icar.org.in**

Name: (IN BLOCK LETTERS)						
Employment Category	ICAR/SAU	Retired ICAR/SAU	Central/State Government	Retired Central/State Government	Foreigners (SAARC/ Others)	Private/ Others
Designation (If employed)			Employee ID No. (or) any other ID proof			
Full Official Address (If employed) or Full Residential Address						
Mobile/Tel:						
Email. ID (to be filled must)						
Purpose of Visit						
No. of rooms required						
Name, Designation, Address and contact details of the competent sanctioning authority of the tour programme or Inviting authority (If applicable)						
Duration of stay	Check In Date: Time:			Check Out Date: Time:		
No. of days of stay						
Number and Name of accompanying persons relationship with the applicant	Total Number:					
	Name and Age					
	1.		4.			
	2.		5.			
3.		6.				
Purpose of Visit of accompanying persons						
Meal Requirement	Kindly tick the meal requirement after your arrival at Guest House Breakfast Lunch Dinner			Number of Meal		
Signature of Indenter (in case, another person is indenting on behalf of applicant; give Address & Tel/Mobile of Indenter)						

IMPORTANT INSTRUCTIONS FOR ALLOTMENT OF ROOMS AT ICAR-, ICAR- MAHATMA GANDHI INTEGRATED FARMING RESEARCH INSTITUTE, MOTIHARI, BIHAR

1. Allotment of rooms 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.
2. Generally, allotment of rooms shall not be made for marriage and personal functions.
3. Allotment can be treated as cancelled/shifted in case it is required for Departmental VIP use.
4. **Check-out time is 24 hours.**
5. **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 and accommodation for a private person, charges will be as applicable to “Private Visitor” and not “ICAR Charges”.**
6. To avoid inconvenience, request for allotment of accommodation should be sent well in advance or at least two days in advance only in proper format available on the website through e-mail (director-mgifri@icar.org.in)
7. **No verbal/ telephonic request will be entertained.**
8. Confirmation of accommodation must be enquired from the email before proceeding, on any working day between 3.00 PM to 5.30 PM.
9. Liquor/Smoking is strictly prohibited in the Guest House.
10. Please bring your photocopy of identity card for official record. No entry in the guest house without valid ID card would be allowed.
11. The rooms of the Guest House will be occupied by only those whose names have been indented in the application form.
12. Proper decorum in the Research Institute and Guest House should be maintained. Guest House co-coordinator reserve the right to withdraw the lodging facilities of the guest if found not maintaining proper decorum and/or creating nuisance for others.
13. No person or guest would be allowed to enter or go out of the guest house after 11.30 PM except check in and check out.
14. **Children above the age of 5 years will be charged full rate.**

I agree to the above said rules and regulations.

Signature of the Indenter/Guest