

**Application for Allotment of Accommodation at
GUEST HOUSE
ICAR-Indian Institute of Spices Research
Merikunnu (PO), Kozhikode – 673 012**

| | | | | | | |
|--|----------------|-----------------------------------|---|---------------------------------|---------------------|--------------------|
| NAME (IN BLOCK LETTERS) | | | | | | |
| Employment category | ICAR /SAU | Retired ICAR/SAU | Central /State Govt. | Retired Central/ State Govt. | Foreigners | Private /others |
| Designation (If employed) | | | Employee Id. No. or No. of any other Id. proof | | | |
| Full Official Address (If employed) or Full Residential Address | | | | | | |
| Tel / Mobile: | | | | | | |
| Email.ID* | | | | | | |
| Purpose of Visit | | | | | | |
| Duration of stay | From: | | To: | | No. of Days: | |
| Time of arrival | | | Time of Departure | | | |
| Number and Name of accompanying persons | Number* | Name (s): 1. 2. 3. 4. | | | | |
| Signature of Indenter (In case, another person is indenting on behalf of applicant; give Address & Telephone/ E-mail of indenter) | | | | | | |

To,
The Director,
Indian Institute of Spices Research
Merikunnu (PO), Kozhikode - 673012
Phone: 0495-2731410, 2731410, 2730906 **Fax:** 0091-495-2731187, **Mobil** – 9847110015,
E-mail: director@spices.res.in, saved@spices.res.in, savediisr@gmail.com

IMPORTANT INSTRUCTIONS FOR ALLOTMENT OF ROOMS AT IINRG GUEST HOUSE

- All Email should be sent to director@spices.res.in, saved@spices.res.in, savediisr@gmail.com.
- Allotment of rooms in the Hostel shall be on first come first serve basis. However, preference will be given for ICAR/SAU Officers coming on Official visit.
- Incompletely filled application forms will not be treated as valid.**
- Allotment can be treated as cancelled/shifted in case same accommodation is required for departmental or VIP use.
- To avoid inconvenience, request for allotment of accommodation should be sent well in advance or at least two days in advance **only on the proper request letter** from competent authority through FAX (0091-495-2731187) or through e-mail (director@spices.res.in, saved@spices.res.in, savediisr@gmail.com). **No verbal/telephonic request will be entertained.**
- Liquor/smoking is strictly prohibited in the Guest House premises.
- ID in original along with a copy should be provided on arrival.
- Room rent towards Guest House shall be made through digital mode.

GUEST HOUSE CHARGES

| Sl. No | Category | AC Room (RS) | Non AC Room (RS) |
|--------|---|--------------|------------------|
| 1. | Serving and retired officers of NARS (ICAR/SAUs) on private Visit | 75 | 40 |
| 2. | Serving and retired officers of NARS (ICAR/SAUs) on official Visit | 125 | 75 |
| 3. | Serving Officers of Central Govt./State Govt. /Autonomous organization/ PSUs on Official or Private Visit | 150 | 100 |
| 4. | Private visitors i.e. other than ICAR,SAUs, Central or State Govt. etc. | 250 | 150 |
| 5. | Foreign Visitors (SAARC Countries) | 1400 | 1200 |
| 6. | Foreign Visitors other than SAARC Countries | 2250 | 1750 |