

10.00 P.M. on working days. In case, a guest needs to leave on Saturday/Sunday or Holiday, the payment should be made a day earlier.

2. Departments must pay bills within three months. If any Department or any individual sponsored by the Departments do not clear the bills within the stipulated period, the International Guest House will not make any more bookings for the said party until the bills are paid.

9. CATERING TIMINGS

1. Meals, other than Bed Tea and Breakfast will be served on advance order during the following hours:-

- A) Bed Tea: - 6.30 A.M. to 7.00 A.M.
 - B) Breakfast: - 7.30 A.M. to 9.30 A.M.
 - C) Lunch: - 12.30 P.M. to 2.30 P.M.
 - D) Dinner: - 7.30 P.M. to 9.30 P.M.
2. All meals, except Bed tea and Tea, will be served only in the Dining Hall.
3. Outside catering is not allowed.
4. Catering arrangements for Tea/Lunch/Dinner can be made by the International Guest House for a maximum of fifty persons on prescribed charges.

10. GENERAL RULES

- 1. All guests sign the Guest Register kept on the Front Desk Counter before check-in and check-out.
- 2. An inventory of articles is available in the rooms. The responsibility for missing items or for breakage will rest with the guest.

- 3. Guests will not to be allowed to keep additional persons in their rooms, without the prior approval of the Manager, International Guest House.
- 4. Cooking in rooms is not permitted.
- 5. Drinking of alcohol is strictly prohibited.
- 6. Guests must deposit keys of their rooms at the reception before leaving the international Guest House.
- 7. All foreign nationals, on arrival, must fill a "C" form and get their passport checked in the office.

Notwithstanding any provision in the aforesaid rules, the management of the International Guest House reserves the right to refuse booking or cancel the accommodation in the International Guest House, at any stage, without assigning any reason.

Managing Committee
I.G.H.D.U.

IMPORTANT TELEPHONE NUMBERS

- 1. Railway Enquiry :- 139
- 2. Reservation Counter D.U. :- 27667649
- 3. Air Lines :- 1600227722/1800227722
- 4. Toll Free 24 hrs. :- 23320005
- 5. Taxi Stand Redis Lines :- 27667150
- 6. Taxi Stand Vijay Nagar :- 27667526
- 7. Police Station Maurice Nagar :- 27667178/2766332
- 8. Tourism Govt. Of India :- 23320005
- 9. Postal G.P.O. :- 23865727



UNIVERSITY OF DELHI
INTERNATIONAL GUEST HOUSE

ALLOTMENT RULES

MAY, 2017

**7, UNIVERSITY ROAD,
UNIVERSITY OF DELHI
DELHI - 110007.**
Tel. No. 27662849, 27662850, 27662900
EPABAX No. 27667725 EXTN. 1220

1. BOOKING

Accommodation in the International Guest House, University of Delhi will be allotted in the following order of preference:-

1. Teaching/Academic/Administrative staff visiting from outside Delhi on official work of the University of Delhi.
2. New appointees who come to join duty in the University of Delhi.
3. Members of staff of other Universities/Statutory Educational Institutions visiting Delhi University on University work/personal academic work.
4. Academician visiting other local University/Institution in Delhi.
5. **Students are not accommodated in the International Guest House.**
6. All bookings should be duly sponsored by the Head of the Department/Dean of the Faculty/Head of the Administrative Unit/Professor of the Department.
7. Maximum period for stay in the International Guest House is one month. However, in case of Visiting Professors, invited by the University under special clause approved by the E.C. the stay could be extended to a maximum period of three months, on the recommendation of the Vice-Chancellor/Pro-Vice-Chancellor.
8. Booking of rooms for Conference /workshop/ Individual academic visitors should be made 120 days

in advance and finally confirmed 90 days prior to the date of the Conference/Workshop/individual guests, on appropriate booking/reservation form.

9. Get-to-gather of University Faculty Members can be hosted with one month prior notice and sponsorship from the concerned Head of the Department. For such parties-official (Where the payment is made out of the official funds of the University/College/Department) and semi-official (where teachers/University administrative staff, contribute for the party), the Lounge charges need to be paid, along with, full advance for the party.

10. Private/Political functions are not permitted in the International Guest House.

11. Extension of booking will not be automatic. However, it may be considered subject to availability of accommodation and on the request of the sponsoring Department/Institution.
12. Full advance must be paid for all reservations made by Institution /College /Department whose budget is not directly controlled by the University Finance Department.

2. CANCELLATION CHARGES OF BOOKINGS

The department concerned should inform the International Guest House in writing, as early as possible, about the cancellation of bookings. The following will be the cancellation charges:-

1. Bookings cancelled before one month :- No charge.
2. Bookings cancelled before 15 days :- One day rent
3. Booking cancelled before 48 hrs. :- 50% charge of the entire booking.
4. Last moment booking cancellation :- 100% charge of

entire booking.

3. ROOM TARIFF

1. Double Room (for University of Delhi & its affiliated bodies) :- Rs. 1400/-
 2. Single Room (for of University of Delhi & its affiliated bodies) :- Rs. 1000/-
 3. Double Room (for other than University of Delhi or other Guests who are not invited by the University like Researchers/Scholars coming for their study etc., except foreigners) :- Rs. 1,700/-
 4. Single Room (for other than University of Delhi or other Guests who are not invited by the University like Researchers/Scholars coming for their study etc., except foreigners) :- Rs. 1300/-
 5. Double Room (Same as S.No. 3 for foreigners) :- Rs.2600/-
 6. Single Room (Same as S.No.4 for foreigners) :- Rs. 1600/-
 7. Extra person in any room :- Rs.3,00/-
- ### 4. LOUNGE TARIFF
1. Delhi University and its affiliated bodies :- Rs.2,000/-
 2. Other than University of Delhi :- Rs. 4,000/-
- ### 5. CONFERENCE HALL TARIFF
1. Delhi University and its affiliated bodies :-Rs.2,500/-
 2. Other than University of Delhi :- Rs. 3,500/-
- ### 6. COMMITTEE ROOM TARIFF
1. Delhi University and its affiliated bodies :-Rs.1,500/-
 2. Other than University of Delhi :- Rs. 2,000/-
- ### 7. CHECK OUT TIMEINGS
- Twenty Four Hrs. from the time of check-in.
- ### 8. PAYMENTS
1. Bills must be cleared during office hours i.e. 7.00 A.M. to.

[Handwritten signature]