



**OFFICE OF THE REGISTRAR,
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R(RO)/MGH&CVH/2017/1790

21st August 2017

CIRCULAR

Sub: Enhancement of room charges for Main Guest House & Centenary Visitors House

In partial modification of this office circular No. R(RO)/MGH&CVH/2017/992 dated 20th April 2017, room charges in Main Guest House and Centenary Visitors House is revised as follows with effect from 1st September 2017. The rates indicated are exclusive of GST at 18%.

Main Guest House		
	Institute Guest	Other Guest
AC – Double bedded room	Rs.2,500/- per day	Rs.3,750/- per day
Non AC - Double bedded room	Rs.1,500/- per day	Rs.2,250/- per day

Centenary Visitors House						
	Studio Apartment		One Bed Apartment		Two Bed Apartment	
	Institute Guest	Other Guest	Institute Guest	Other Guest	Institute Guest	Other Guest
One day	Rs.1,200/-	Rs.1,800/-	Rs.1,500/-	Rs.2,250/-	Rs.2,000/-	Rs.3,000/-
One week	Rs.6,000/-	Rs.9,000/-	Rs.7,500/-	Rs.11,250/-	Rs.10,000/-	Rs.15,000/-
One month	Rs.18,000/-	Rs.27,000/-	Rs.22,500/-	Rs.33,750/-	Rs.30,000/-	Rs.45,000/-

This may please be brought to the notice of all faculty members in the departments /Units / Centers / Sections.

REGISTRAR

To: The Chairman/Chairperson
Departments / Centers / Units / Sections

Copy to: Financial Controller / All Officers in Administration
Office of the Director/ Deputy Directors/ Deans/ Chairmen of Divisions.

Revised Guidelines for CVH accommodation – 2017

1. Eligibility for Short–duration stay (up to two weeks)

Any academic and professional visitor to the campus. Any visitor who is a research collaborator, seminar speaker, participant of a Conference or Summer School (held in IISc), member of a review or examination committee, alumni, or any academician visiting Bangalore for work outside IISc.

Transit housing for Post-doctoral fellows: Any postdoctoral fellow, who has been hired by a faculty of the institute, may be accommodated **ONLY ON TRANSIT, FOR A MAXIMUM PERIOD OF TWO WEEKS**. All requests from this category should be accompanied by valid documentation and should be routed through Chair and Divisional Chair.

2. **Eligibility for Medium–duration stay (up to 3 months):** Visiting Scientists, Visiting Professors, Research Collaborators and foreign students on exchange visits. A maximum of 16 Studio apartments could be used for these purposes, at any given time. However, during lean period a larger number of rooms could be allotted. Special approval may be accorded by the Registrar based on the booking statistics.
3. **Eligibility for Long-duration stay (up to One year):** Visiting Professors, Visiting Scientists, Research Collaborators and visiting teaching faculty. Long-term accommodation would also be available for the following special categories of post-doctoral fellows:
 - a) Visiting (Exchange) Postdoctoral fellows/Research Associates by Virtue of International Collaborative research programmes. These could be through the various bilateral programmes funded by agencies like DST, DBT, etc. All requests for this category with valid documentation should be routed through the departmental chairman and the Office of International Affairs.
 - b) Postdoctoral fellows by virtue of specific Inter–Institutional agreements with IISc, such as through an MOU signed with IISc. All requests for this category with valid documentation should be routed through the Chairman of the department.
 - c) All International Postdoctoral fellows: All requests for this category with valid documentation should be routed through the Chairman and Office of International Affairs.

General terms and conditions for CVH booking:

- a) **All bookings must be made preferably at least 48 hours prior to the guest's arrival.**
- b) **Cancellations that are done 24 hours prior to the date/time for which the room is booked will not attract any fine; however, all cancellations done after this will attract a penalty of 50% of one day's rate.**

The check-in and check-out time will be 12 noon. However, an exception will be made for guests who check-in and check-out on the same calendar date; such guests will be charged only for one day. Check-in and check-out timings will be strictly enforced.

A left-luggage facility will be made available for all guests, to facilitate early check-in or late check-outs.

This may be brought to the notice of all faculty members in the Department / Unit / Centre

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