

**Application for Allotment of Accommodation at
GUEST HOUSE
ICAR-National Institute of Secondary Agriculture
Namkum, Ranchi- 834 010**

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,
National Institute of Secondary Agriculture,
Namkum, Ranchi- 834 010
Phone: 0651- 2260117; Fax: 0651- 2260202
E-mail: guesthouse.nisa@gmail.com

IMPORTANT INSTRUCTIONS FOR ALLOTMENT OF ROOMS AT NISA GUEST HOUSE

- All Email should be sent to guesthouse.nisa@gmail.com only. Email sent to Director, NISA will not be entertained.
- 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.
- Allotment can be treated as cancelled/shifted in case same accommodation is required for departmental or VIP use.
- The room rent charges (as per revised rates w.e.f. 01.09.2019) shall be applicable as per the status of the guest staying in the guest house and not as per the status who have booked the accommodation.
- 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 (**0651- 2260202**) or through e-mail (guesthouse.nisa@gmail.com). **No verbal/telephonic request will be entertained.**
- Incompletely filled application forms will not be treated as valid.
- Liquor/smoking is strictly prohibited in the Guest House premises.
- Valid Id proof is required.