



INDIAN INSTITUTE OF PETROLEUM & ENERGY

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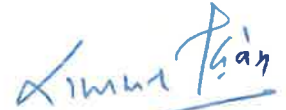
Date: 04th July, 2023

CIRCULAR

The undersigned is directed to convey that the Competent Authority has been pleased to approve the "**Visitor Hostel's Users Norms & Guidelines**" with immediate effect.

The Requisite Form and the detailed guidelines has been annexed herewith this circular.

This is being issued with the approval of the Competent Authority.



Registrar
REGISTRAR

INDIAN INSTITUTE OF PETROLEUM & ENERGY
VISAKHAPATNAM

Encl: As above.

To:

1. All Employees
2. All Wardens
3. Chief Warden
4. Logistic Section, for co-ordination & necessary action
5. IT Helpdesk

Copy to:

1. Director, for kind information
2. Office of the Registrar

VISITORS' HOSTEL (VH) USERS NORMS AND GUIDELINES

(I) BOOKING PROCEDURE AND CONFIRMATIONS:

1. For booking of normal facilities, duly filled in forms/e-forms, may directly be submitted to logistic Section through email/in hard copy.
2. The bookings are purely provisional and subject to availability.
3. Priority will be given to Institute guests, visitors coming for academic activities.
4. Personal bookings (10% of total rooms) will be made on the basis of availability. Such bookings will be provisional and will be confirmed only 3 days before the actual arrival of the guest.
5. Students may be allotted accommodation in VH for their PARENTS/ SPOUSE, if the same is not available in Hostel guestrooms. Students should get their requisition forms forwarded by respective warden.
6. Telephonic bookings/ cancellations of any of the VH facilities will not be entertained, unless there is some emergency.
7. Confirmation / non-Acceptance of bookings will be informed through e-mail or can be checked with VH office within 24 hours of submission of the requisition form.
8. The room will be allotted on the condition that, if necessary, the allottee would not have any objection in sharing accommodation with other guest.
9. Guests of category C will be allowed to stay up to 5(Five) days only.

(II) GUEST SPECIFIC INFORMATION:

- 1) Check-in Check-out facility: 24 Hours.
- 2) Approval for the extended stay has to be obtained beforehand.
- 3) Meals can be booked at the Dining Hall: (Lunch by 09:00 Hrs and Dinner by 14:00 Hrs).
- 4) No claims for loss/ damage or lapse of services will be entertained at any stage by the Institute as most of the services are obtained through external parties.
- 5) Guests are advised to get the rooms cleaned in their presence only. If the guest has no objection for getting the room cleaned in his/ her absence, he/she should deposit the room keys at the front office.
- 6) Consumption of Narcotics/ Alcoholic drinks and Smoking is strictly prohibited in VH.
- 7) In order to keep bills ready & minimize inconvenience at check-out time, the caretaker of the VH should be kept informed about the exact departure well in advance.
- 8) The guest is requested to verify/ certify the final bill and pay all the dues wherever applicable before departure.
- 9) All charges are to be paid in Cash to the caretaker of the VH.

(III) VISITORS' CATEGORY FOR THE PURPOSE OF TARIFF COLLECTION:

CATEGORY- A

- (i) Institute Guests including members of GC/BoG/Senate/BWC/Directors/Registrar/ Examiners/External Members of Institute Committees/ Invited Speakers/ Audit Team/Ministry's officials.
- (ii) Guests of President, BOG/ Director/ Registrar.
- (iii) Institute guests not covered above will be approved by the Director/Registrar.

CATEGORY- B-I

- (i) Institute employee & their dependents
- (ii) Project employee & their dependents

CATEGORY- B-II

- (i) Retired IPE Faculty/ Staff/ Alumni
- (ii) Relatives/ Guests of IPE Faculty & Staff
- (iii) Parents/ Guardian/ Spouse of IPE students
- (iv) Candidates appearing for Selection process.
- (v) Institute employees joining for first time. (The accommodation will be given for first 15 days, from date of joining without any charge, thereafter 350/day will be charged, subject to availability of rooms)
- (v) Other than Institute employees staying for Institute work.
- (vi) Any other Guest (Approved by the Director/Registrar)

CATEGORY- C

- (i) Employees of other CFTIs/ universities/PSUs on personal visit.
- (ii) Visitors of government/ public sector organization.
- (iii) Trainees coming to the Institute under programmes organized by the Institute.
- (iv) Others (Approved by the Director/Registrar).

CATEGORY- D

- (i) Contractors, representatives of firms, vendors etc. coming for their work viz. meeting, presentations etc. and requesting to stay in the VH.

(IV) TARIFF: LODGING& BOARDING CHARGES:

		Per Day Charges				
AC Room Rent		Category A	Category B-I	Category B-II	Category C	Category D
	Single Occupancy	Free	Rs. 350/-	Rs. 550/-	Rs. 950/-	Rs. 1550/-
Double Occupancy	Free	Rs. 450/-	Rs. 650/-	Rs. 1150/-	Rs. 1750/-	
Boarding	Bed Tea	Free	Free	Free	Free	Free
	Breakfast/ Lunch/Dinner (Per Head)	Free	As per actual basis			

Note: The charges are inclusive of Taxes (if any)

(V) CATERING:

1. Meals (other than bed tea) will be served on advance order during the following hours:

Bed Tea	6.30 am to 7.00 am
Breakfast	7.30 am to 9.30 am
Lunch	1.00 pm to 2.30 pm
Evening Tea	5.30 pm to 6.30 pm
Dinner	8.00 pm to 9.30 pm

2. All meals except bed tea will be served in the dining hall.

(VI) CANCELLATION CHARGES:

Sl. No	Condition	Cancellation Charges
1	Cancellation notice is more than 7 days in advance from the date of arrival.	Nil
2	Cancellations within 7 days before the date of arrival	25% of one day room rent applicable.
3	Cancellation of booking on the day of arrival or non-turn-up of the guest.	50% of one day room rent applicable.

(VII) RESPONSIBILITIES OF INDENTER/ FORWARDING OFFICIAL:

All the facilities in VH are necessarily for official purposes only. The indenters are advised not to book rooms for personal purposes of the visitors / unknown visitors in view of the resource crunch as well as security hazards. By filling up the requisition form for allotment of the VH facilities, the indenter/ forwarding official/ visitor shall be treated to have accepted to abide by all the terms & conditions stated above and take personal responsibility for the genuineness of the visitor, behavioral issues with the visitors and any damages caused by the visitor during the stay.

INDIAN INSTITUTE OF PETROLEUM & ENERGY

VISITORS' HOSTEL (VH) FACILITIES

INTEGRATED REQUISITION FORM FOR **BOOKING/ CANCELLATION** OF ACCOMMODATION

1. VISITOR & BOOKING DETAILS:

Name		Organization	
Address		Nationality	
		Purpose of Visit	
Phone/Email		No. of Rooms	
No. of Persons		Visitor Category *	A.... B-I....B-II....C....D....
Arrival		Departure	
Date :	Time :	Date :	Time :

* Kindly see the item 'III' in the 'Users Norms & Guidelines'

2. BILL(S) TO BE SETTLED BY:

1.Visitor.....2.Indenter.....3.Institute/No charges.....4.Project No

3. INDENTER'S PROFILE:

Name		Designation	
Emp. Code		Department	
Phone		Signature	
E-mail			

4. RECEIVED ON.....

Following Rooms are available	
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Date:

Caretaker Signature

Approved / Not Approved	
DT/RG/Off. In charge (VH)	

FOR OFFICE USE ONLY

Regn. No: _____

Status of Booking	Approved		Not Approved
	Booked Room NO		
	YES/NO		
Intimated to the Visitor			
Intimated to the Caretaker			

Date:

Logistic Section