

**Rules and regulations of Transit House/Training Hostel, ICAR-Indian
Institute of Seed Science, Mau**

**Important Instructions for allotment of rooms at ICAR-IISS, Mau Transit
House/Training Hostel**

1. Allotment of rooms in the Transit House shall be on first come first serve basis. However, preference will be given for ICAR/SAU officers coming on official visit.
2. Generally, allotment of rooms shall not be made for marriage and personal functions.
3. Allotment can be treated as cancelled/shifted in case it is required for departmental VIP use.
4. Check-out time is 09.30 a.m.
5. The room rent charges shall be applicable as per the status of the guest staying in the Transit House and not as per the status who has booked the accommodation e.g., if an ICAR employee is booking and accommodation for a private person, charges will be as applicable to “Private Visitor” and not “ICAR Charges”.
6. Maximum continuous stay in the Transit House would be for a period of 05 days subject to availability.
7. To avoid inconvenience, request for allotment of accommodation should be sent well in advance or at least two days in advance only in proper format available on the website through FAX (0547-2530325) or through e-mail (admin.dsr@gmail.com). No verbal/telephonic request will be entertained.
8. Confirmation of accommodation must be enquired on any working day between 03.00 P.M. to 05.00 P.M. on telephone no. 0547-2530386.
9. Liquor/Smoking is strictly prohibited in the Transit House.
10. Copy of Photo Identity Card issued by a Government Organization is compulsory to be submitted to the caretaker at the time of check in. Every person occupying th room should submit the copy to the caretaker before check in. No entry to the rooms will be allowed without submitting copy of the identity card. The rooms of the transit house will be occupied by only those whose names have been indented in the application form.
11. Pets are not allowed in the Transit House.
12. Proper decorum in the Institute and Transit House should be maintained. Director reserves the right to withdraw the lodging facilities of the guest if found not maintaining proper decorum and/or creating nuisance for others.
13. No person or guest would be allowed to enter or go out of the guest house after 09.30 P.M. except check in and check out.
14. Children above the age of 05 years will be charged full rate.