

ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSURU  
ASOKA INTERNATIONAL GUEST HOUSE

## Accommodation Request Form

NB: Kindly read the rules & regulations/ information overleaf before filling the form

1. Applicant's name : \_\_\_\_\_
2. Designation : \_\_\_\_\_
3. Department : \_\_\_\_\_
4. Organization : \_\_\_\_\_
5. Phone number : \_\_\_\_\_ E-mail Id : \_\_\_\_\_

*(If the visitor is different from the applicant, provide the details)*

6. Visitor's name : \_\_\_\_\_ *(attach list in case of bulk booking)*
7. Designation : \_\_\_\_\_
8. Department : \_\_\_\_\_
9. Organization : \_\_\_\_\_
10. Nationality : \_\_\_\_\_ 11. Phone Number: \_\_\_\_\_
12. E-mail Id : \_\_\_\_\_

13. Visitor category *(Tick the applicable category)*

In-service central/ state govt. employee for official/ private visit	Guest invited by AIISH for academic/ admin. work or as a resource person	Participant of seminar /workshop at AIISH	Personal guest of the staff/ students of AIISH	Others <i>(Please specify)</i>
				_____
				_____

14. Number of rooms required *(Refer item no. 5 overleaf)* : \_\_\_\_\_
15. Arrival date : \_\_\_\_\_ Expected time : \_\_\_\_\_
16. Departure date : \_\_\_\_\_ Expected time : \_\_\_\_\_
17. Payment to be done by : Applicant / Visitor/ Any other (specify)  
*(In case the payment is waived off/ discounted by  
the AIISH Director, mention approval letter no. &  
attach a copy of the letter)* \_\_\_\_\_  
\_\_\_\_\_

18. Billing Address : \_\_\_\_\_

Signature of the applicant with date

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**For Office Use Only**

- Date & time of occupation : \_\_\_\_\_ No. of rooms allotted : \_\_\_\_\_  
Date & time of vacation : \_\_\_\_\_ Total rent amount collected: Rs. : \_\_\_\_\_  
Mode of payment & Payment reference: \_\_\_\_\_

In-charge, Asoka International Guest house

## Rules/ Regulations and Information

1. The request form for accommodation in the Asoka International Guest House (IGH), AIISH may be downloaded from the Institute website at [www.aiishmysore.in](http://www.aiishmysore.in) under the link Facilities. The filled-in request addressing The Director, All India Institute of Speech and Hearing, Manasagangotri, Mysuru, Karnataka- 570 006 should be sent at least two days in advance either through post, fax (0821-2510515) or e-mail ([director@aiishmysore.in](mailto:director@aiishmysore.in)/[tapasmishra.aiish@gmail.com](mailto:tapasmishra.aiish@gmail.com)).

2. The following categories of persons/organizations are eligible for applying for the IGH accommodation. a. Officials on duty at AIISH b. In-service State/Central government employees (for own personal/ official visits) c. AIISH staff & students (for their relatives) d. Candidates for entrance exam./interview & participants of seminars at AIISH e. Other educational institutions & voluntary organizations (for their officials)

3. Submission of Identity proof is a must for allotment of room. The guest must bring a photocopy of his/her identity card for official record.

4. Allotment of rooms shall be on the first come first serve basis. However, preference will be given to officers on official visit to AIISH. The Institute reserves the right to cancel the booking without assigning any reason. Guesthouse will not be allotted to Clinical Cases at AIISH.

5. All the rooms are A/c double-bed and per day charges are as follows:

a. Govt. officers on official visit: Rs.500/- (only upon producing valid docu. proof )

b. Government officers on private visit: Rs. 750/-

c. Foreign nationals: US \$ 50/-

d. Others: Rs.750/-

e. An extra amount of Rs. 250/- will be charged for the 3rd person, if any. More than three persons will not be permitted in a room excluding children.

6. The charges shall be applicable as per the status of the visitor and not as per the status of the person who have booked the accommodation.

7. The visitors are responsible for any damage or loss caused to the IGH property. The guest shall pay all such damages before leaving. The decision of the Director, AIISH regarding recovery of such damages shall be final.

8. Liquor /smoking is not allowed and pet animals are prohibited in the guesthouse.

9. The person/organization requesting the guesthouse for any visitor shall be responsible for his conduct and payment of charges, in case of default.

10. The receipt of the accommodation Charges for those who are vacating the room during the nonworking hours of the Institute Cash Counter will only be issued by post or e-mail, later. To avoid

this, the visitors are requested to make the payment in advance or during the working hours (9.15am-3.30 pm on Mon- Friday except holidays) of the Cash Counter.

11. The guest may check in at any time. However, for the purpose of accounting, a day means 24 hours from the time of occupation. Fraction of day will be counted as full day.

12. The Institute shall not be responsible for any loss or damage to a person or the properties of any occupant, during his/her stay in the guesthouse.

13. The reception counter of the guesthouse will function only from 9 am to 5.30 pm on working days and Saturday. The security staff will assist the visitor(s) in occupying / vacating the rooms during the rest of the time.

14. The guesthouse does not have the facility for food & beverages. Hence, the visitor/ applicant has to make own arrangement for the same.

15. Govt. of India clearance is required for the guest holding foreign passport for staying. 16. Further assistance/ confirmation of accommodation may be obtained from the Officer In-charge, Asoka Intern. Guest House on phone 0821- 2502170 (O)/+917978952564 (Mob) and e-mail [tapasmishra.aiish@gmail.com](mailto:tapasmishra.aiish@gmail.com)/[aiishguest@gmail.com](mailto:aiishguest@gmail.com).

Sd/

Director, AIISH