

ALL INDIA INSTITUTE OF SPEECH AND HEARING, MYSURU
AIISH 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)

Official guest of the Institute	Personal guest of AIISH staff & students /AIISH Alumni	Any others(Please specify)
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14. Number of rooms required (Refer item nos.3- 5 overleaf) :
15. Room Type: A/c or Non A/c
16. Arrival date : Time:
17. Departure date : Time:
18. 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)
19. Billing Address :

Signature of the applicant with date

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, AIISH Guest house

Rules/ Regulations and Information

1. The filled-in request addressing The Director, AIISH, Manasagangotri, Mysuru, Karnataka- 570 006 should be sent at least two days in advance either through post, fax (0821-2510515) or e-mail scanned copy to director@aiishmysore.in /tapasmishra.aiish@gmail.com. The filled-in form can also be directly submitted to the Guest House In-charge.
2. The AIISH Guest House is primarily for the official guests of the Institute. However, the following categories of persons may also book the guesthouse accommodation for personal purpose. Such bookings will be provisional and are liable to be cancelled at any time with prior intimation to the applicant/visitor in case the Institute needs the room for its own use: (a) AIISH staff & students (*for their relatives*) (b) AIISH alumni/ retired staff (*for own stay*).
3. The Guest House has totally 8 rooms: Two VIP suites, four a/c and two non-a/c double rooms. The VIP suites are restricted to the official visitors of the Institute from the Ministry of Health & Family Welfare, Govt. of India and other dignitaries. These will not be allowed to others under any circumstances.
4. The prevailing tariffs for the guest house are as follows.

Room Type	Govt officials/ day (Rs.)	Others/ day (Rs.)	Extra person for double occupancy
A/c room	500	800	50% of room rate
Non-a/c room	400	600	50% of room rate

5. **The above rates are applicable for 2 persons (excluding children up to 12 years of age.**
6. The accommodation for personal purpose is restricted to a maximum period of FIVE days at one time. Further extension will be based on the availability of rooms. Also, more than FOUR rooms will not be allotted per applicant at a time. Prior approval of the Director, AIISH is required for booking more than FOUR rooms at a time.
7. Submission of Xerox copy of government Identity proof is necessary to avail rates applicable for government employee.
8. The visitors are responsible for any damage or loss caused to the guest house property. All such damages shall be paid by the guest before leaving. The decision of the Director, AIISH regarding recovery of such damages shall be final.
9. Liquor /smoking is not allowed and pet animals are prohibited in the guest house. The person requesting the guest house 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 non-working 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 guest house.
13. The reception counter of the guest house will function only from 9 am to 5.30 pm. The security staff on duty will assist the visitor(s) in occupying / vacating the rooms during the rest of the time.
14. The guest house does not have the facility for food & beverages. Hence, the visitor/ applicant has to make own arrangement for the same.
15. Further assistance/ confirmation of accommodation may be obtained from the Officer In-charge, AIISH Guest House on phone 0821- 2502170 and e- mail : tapasmishra.aiish@gmail.com .

Sd/
Director, AIISH