

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 filled-in request addressing 'The Director, AIISH, Manasagangothri, Mysuru, Karnataka-570 006', should be sent at least two days in advance either through post, fax (0821-2510515) or scanned copy as email attachment to [director@aiishmysore.in](mailto:director@aiishmysore.in) / [anrumel@aiishmysore.in](mailto:anrumel@aiishmysore.in). The filled-in form can also be directly submitted to the Guest House In-charge. Once an applicant submits the request for accommodation, they will receive an email message with booking confirmation only if room(s) is available. The applicant must bring a print out of the email confirmation and a copy of the photo-Identity card (*which is acceptable to Government of India*) at the time of check-in.
2. The following categories of persons/organizations are eligible for directly applying for accommodation.: Officials on duty at AIISH/In-Service state/central government employees/ AIISH staff & Students/candidates for entrance exam/interview & participants of seminars at AIISH/ other educational institutions & voluntary organization for their officials.
3. A PDF of the **Central/State Government service official ID, AIISH Student ID, Alumni membership ID, or invitation/ call letter received from AIISH** for admission/seminar/workshop or as resource persons shall be attached to the filled-in application form to verify the booking eligibility.
4. All fields in the Application Request Form should mandatorily be filled in. Incomplete application forms will be summarily rejected without any notice.
5. Submission of Government officials' service Identity proof is a must to avail of the applicable discount rate for Government officials.
6. Allotment is on a first-come, first-serve basis. However, preference will be given to the official guests of the AIISH.
7. The Institute reserves the right to cancel the booking without assigning any reason.
8. **The Guest house will not be allotted to the persons and caregivers visiting the Institute for clinical purposes.**
9. The prevailing per day tariffs for the guesthouse are as follows.  
Govt. officials : Rs.600; Others: 800; Extra person: 50% of room rate. (The above rates are applicable for 2 persons, excluding children up to 12 years of age)
10. The accommodation for personal purposes 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 Five Days or for more than FOUR rooms at a time.
11. 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. In case of default, the person requesting the guest house for any visitor shall be responsible for his conduct and payment of charges.
12. Liquor / smoking is not allowed and pet animals are prohibited in the guest house.
13. The receipt of 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 email, 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) at the Institute Cash Counter.
14. The guest can check in at any time. However, for the purpose of accounting, a day means 24 hours from the time of check-in. Fraction of the day will be counted as full day.
15. The Institute shall not be responsible for any loss or damage to the properties of an occupant or any injuries during his/her stay in the guest house.
16. 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.
17. The guest house does not have the facility for food & beverages. Hence, the visitor/ applicant has to make own arrangement for the same. Visitors can use the RO water filter / dispensers installed in the Guest House.
18. The Guest House Charges are to be remitted directly to the AIISH through UPI mode by scanning its QR code displayed on the notice board at the time of checkout.
19. Further assistance / information regarding the Guesthouse may be obtained from the Officer In-charge, AIISH Guest House, by phone at 0821-2502888 or email: [anrumel@aiishmysore.in](mailto:anrumel@aiishmysore.in).