

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

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, 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 /anrumel@aiishmysore.in**. The filled-in form can also be directly submitted to the Guest House In-charge.
2. The following categories of persons/organizations are eligible for applying for the IGH 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. Submission of Identity proof for Government officials must to avail Government official rates. Allotment is 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. Guest house will not be allotted to clinical cases at AIISH.
4. The prevailing tariffs for the guesthouse are as follows.

Room Type	Govt officials/ day (Rs.)	Others/ day (Rs.)	Extra person for double occupancy
A/c room	600	800	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. 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.
8. 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.
9. 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.
10. 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.
11. 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.
12. 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.
13. The guest house does not have the facility for food & beverages. Hence, the visitor/ applicant has to make own arrangement for the same.
14. Further assistance/ confirmation of accommodation may be obtained from the Officer In-charge, AIISH Guest House on phone 0821- 2502888 and e-mail :**anrumel@aiishmysore.in**

Sd/
Director, AIISH