



भाकृअनुप : भारतीय मृदा एवं जल संरक्षण संस्थान  
218 कौलागढ रोड, देहरादून 248 195 (उत्तराखंड)  
**ICAR: Indian Institute of Soil & Water Conservation**  
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## IMPORTANT INSTRUCTIONS FOR ALLOTMENT OF ROOMS AT ICAR-IISWC, DEHRADUN GUEST HOUSE

1. Allotment rooms in the Guest House shall be on first come first serve basis. However preference will be given for ICAR/ SAU Officers/ Officials 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 12 noon.**
5. **The room rent charges shall be applicable as per the status of the guest staying in the guest house and not as per the status of who has booked the accommodation e.g. If an ICAR employee books an accommodation for a private person, charges will be as applicable to "Private Visitor" & not "ICAR Charges".**
6. To avoid inconvenience, request for allotment of accommodation should be sent 10 days in advance by email **i.e.guesthouseiiswc@gmail.com**
7. Confirmation of accommodation must be enquired from the Guest House before proceeding, on any working day between 3.00 pm to 5.00 pm on telephone **No.0135-2750464.**
8. Liquor/Smoking is strictly prohibited in the Guest House.
9. Pets are not allowed in the Guest House.
10. **Copy of Photo Identity card issued by the Government Organization is compulsory** to be submitted to the caretaker at the time for check in. Every person occupying the room should submit the copy of Photo Identity Card to the caretaker before check in. No entry to the guest house room will be allowed without submitting copy of the identity card. **The rooms of the Guest House will be occupied by only those whose names have been indented in the email.**
11. Proper decorum in the Institute and guest house should be maintained. Officer in-charge Guest House reserves the right to withdraw the lodging facilities of the guest house if the guest is found not maintaining proper decorum and/or creating nuisance for others.
12. No person or guest would be allowed to enter or go out of the guest house after 11.30 pm except check in and check out.
13. All the bills should be cleared before vacating the Guest House. Any damages to the property of the Guest rooms will be borne by the Guest.