



**ICAR-Central Agroforestry Research Institute
Jhansi 284003, Uttar Pradesh**

Application for Allotment of Training Hostel Accommodation

NAME (IN BLOCK LETTERS)						
Employment category	ICAR /SAU	Retired ICAR/SAU	Central /State Govt.	Retired Central/ State Govt.	Foreigners	Private /others
Designation (If employed)			Employee ID No. or No. of any other ID Proof			
Full Official Address (If employed) or Full Residential Address						
Tel/Mobile:						
Email ID: (IN BLOCKLETTERS)						
Purpose of Visit						
Date of Arrival				Time of arrival:		
Date of Departure				Time of Departure:		
Name and age of accompanying persons	Contact Number:	Name(s) & Age:		3.	4.	5.
		1.		6.		
		2.				
Indicate the name of the person to be contacted while emergency along with mobile number						
Undertaking: I undertake to abide by the guidelines of the training hostel accommodation						
Signature of Indenter						
(In case, another person is indenting in case on behalf of applicant; give Address & Telephone/E-mail of the indenter)						

Note:

- For booking of accommodation please send a request letter in the prescribed Training Hostel Request Proforma to the Director CAFRI, Jhansi through mail (director.cafri@icar.gov.in or cafritraininghostel@gmail.com).
- Lodging/Boarding Charges are to be paid by the Applicant/Guest digitally using Debit/Credit Cards or bank transfer to Institute
- In case if AC is not working in any of the Room (s) then the room /bed charges shall be levied as applicable for non-AC rooms only for the period during which AC is not working.
- A confirmation/cancellation or non-availability information shall be sent to the email ID of the indenter. Preference will be given to ICAR employees.

Important Instructions:

- i. All requests should be sent on proforma available of the institute website or e-mail to director.cafri@icar.gov.in or cafritraininghostel@gmail.com; no verbal/telephonic request shall be entertained.
- ii. Kindly attach photocopy of ID proof along with application while sending mail and bringing a copy of valid identity card is must for all the guests seeking accommodation in the Training Hostel. Original ID must be shown at point of entry to ascertain their identity.
- iii. Allotment can be treated as cancelled/shifted, if it is required for official use.
- iv. The room rent charges shall be applicable as per the status of the guest staying in the training hostel and not as per the status of the officer/ person who has sent the request i.e. if any ICAR/ DARE or any other organizational head's employee is booking an accommodation for a private person, charges will be as applicable to a "Private Visitor" and not as applicable to the ICAR employee.
- v. Dependant family members of ICAR / DARE employee namely parents, spouse and children can be treated within the category of ICAR employees (personal visit) for rent purpose only. The dependent family member must furnish a copy of the identity card of the ICAR official and state their relationship with the ICAR employee. This facility will not be available to the family members of the non-ICAR employees, and they will be charged as per their eligible category.
- vi. Maximum continuous stay in the training hostel shall be not beyond 72 hours, typically. This can be reviewed on "case to case basis" for training programs and other events organized by the Institute.
- vii. Liquor consumption and smoking is strictly prohibited in the Training Hostel premises; the occupants of the training hostel must observe utmost serenity and follow all basic ethics so that the fellow hostellers are not disturbed.
- viii. Pets are not allowed in the Training Hostel.
- ix. Any damage of infrastructure during occupancy that are not due to Act of God shall be the liability of the occupants.
- x. Allotment / preference shall be given first to any institutional / ICAR programme thereafter on first come first serve basis for serving and retired ICAR /SAU official(s) coming on official tour / personal visit. Finally, the Central and state government / foreigners / private visitors / others persons will be considered, if rooms are available.
- xi. No break / gap will be allowed in-between the period of allotment for all the guests. For example, if the guest leaves the guest house after one day of stay, then they will not be allowed to come again and stay for last day or remaining allotment period. If, it happens so, the entire period of allotment after initial days of staying shall stand automatically cancelled.
- xii. If there are any official meeting / training programme / conference / official visits of higher authorities of the ICAR or Central / State govt. scheduled subsequently, then even the confirmed bookings are liable to be cancelled automatically and it shall be informed accordingly. No further correspondence may be entertained in this regard and no liability shall be borne by this institute in any manner.