



ICAR-Central Agroforestry Research Institute Jhansi :: Uttar Pradesh

F.No. Director/2021/1

Dated: 1st November 2021

Guidelines for using Boarding Facility/Canteen in CAFRI for Private Purposes

Anyone who is interested in taking the provisions of utilization of the Institute Canteen in CAFRI Campus may kindly apply in the proforma application (**Annexure 1**) that may be downloaded from the CAFRI website (<http://cafri.res.in>) or can be obtained by email from the OIC (Guest House/Canteen) by email (cafritraininghostel@gmail.com). Detailed instructions are given below:

COVID Protocol

The indenter shall ensure that all the invitee incumbents are vaccinated and/or having COVID negative report for eligibility of use the canteen/boarding facility in CAFRI premises. All COVID related protocols must be ensured while in CAFRI premises.

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 bring a copy of valid identity card is must for all the guests' permission to use the Canteen or any form of boarding facility in CAFRI premises. Original ID must be shown at point of entry to ascertain their identity.
- iii. Permissions shall be granted on first come-first serve basis and preference will be given to ICAR/CAFRI employees.
- iv. Permission can be treated as cancelled/shifted, if the exigent official requirements arise.
- v. Boarding Charges are to be paid by the Applicant/Guest digitally using Debit/Credit Cards or bank transfer to Institute or to the contractor
- vi. ICAR-CAFRI does not hold responsibility of any payment relating to boarding to the food or any other service contractor in any form.
- vii. Only light music is permitted; No DJ or Dance Party is permitted; Lighting arrangements should be made after due approval from CAFRI authorities and will attract extra charges
- viii. A confirmation/cancellation/non-availability information shall be sent to the email ID of the indenter.
- ix. Any form of intoxication including liquor consumption and smoking is strictly prohibited in the Canteen or in any form of serving area including the Training Hostel premises; the applicant who took permission for availing the canteen and/or boarding facility in CAFRI premises shall be held responsible for any kind of deviation from the basic ethics, and shall not be accorded any permission for utilization of CAFRI premises in future.
- x. Pets are not allowed in the Canteen/Boarding Utility area.
- xi. Any damage of infrastructure during utility/occupancy that are not due to Act of God shall be the liability of the occupants.
- 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.



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

**Application for Availing Permission for utilization of Canteen Facility/Boarding Facility
in CAFRI Premises**

NAME (IN BLOCK LETTERS)						
Employment category	ICAR /SAU	Retired ICAR/SAU	Central /State Govt.	Retired Central/ State Govt.	Foreigners	Private /others
Designation (If employed/formerly 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; give details						
Date & Timings required and applied for						
Name of the Nodal Person	Nodal Person's Contact Number:		Number of people to be invited for boarding			
Whether food contract is from outside CAFRI? If so, please give details						
Indicate the name of the person to be contacted while emergency along with mobile number						
Undertaking by the Indenter: I undertake to abide by the guidelines of the Canteen/Boarding Utility Management and no unethical things would be conducted in the premises.						
Undertaking by the Indenter: I pay Rs.500 as advance for booking of the venue; I am fully aware that electricity, water and other arrangements shall attract extra cost, and I am bound to pay the same.						
(In case, another person is indenting on behalf of beneficiary; please give relationship with the beneficiary and also give Address & Telephone/E-mail of the Nodal Beneficiary)						
Signature of Indenter						

Note:

- For booking of canteen facility/boarding facility please send a request letter in the prescribed Request Proforma to the Director CAFRI, Jhansi through mail (director.cafri@icar.gov.in or cafritraininghostel@gmail.com)