



भारतीय कृषि अनुसन्धान परिषद

**Indian Council of Agricultural Research**

(सम्पदा एवं अनुरक्षण अनुभाग/ Estate & Maintenance Section)

नास्क काम्प्लेक्स, नईदिल्ली 110012 NASC Complex, Pusa, New Delhi-110012

F.No. 12-7/2016-E&M

Dated: 31<sup>st</sup> August, 2019

To

All Directors/Project Directors of Research  
Institutes/ NRCs/ Bureaux/  
Project Directorates under the ICAR system.

Subject: Consolidated instructions for room rent in respect of various types of accommodation of ICAR Guest Houses and Hiring Charges of Conferencing Facilities at NASC Complex.

In continuation of Council's letter No. 17-1/2004-E&M dated 2<sup>nd</sup> November, 2010 on the subject mentioned above, the consolidated revised rates and instructions regarding Conference Hall facilities in the NASC and the room rent charges in respect of International Guest House (NASC), Ganga International Guest House (IARI), New Delhi and all the other Institutes Guest Houses are enclosed (**Annexure –I, II & III**) for ready reference and compliance.

The terms and conditions of booking of rooms and conference facilities may please be strictly adhered to. The revised rates will be effected from 1<sup>st</sup> September, 2019 till further orders from the Council. All figures are in INR per day. The bookings already confirmed will have to be revised as per the new tariff. The rate of room rent charges can also viewed on ICAR website [www.icar.org.in](http://www.icar.org.in).

This issues with the approval of Director General, ICAR,

(Shimbu Dayal Meena)  
Section Officer(E&M)

**Annexure -1**

**1. Room Rent Charges (Per Day) in respect of various Types of Accommodation at the International Guest House, NASC and Ganga International Guest House, IARI:**

S.N	Category	Single Bed (Sharing Basis) per day	Double Bed Room Per Day	Suite Room Per day
1.	Serving and retired officers of NARS (ICAR/ SAU) on private visit	400	600	800
2.	Serving and retired officers of NARS (ICAR/ SAU) on official visit	600	1000	1200
3.	Serving Officers of Central/ State/ Autonomous organizations/PSUs on official or private visit	800	1200	1500
4.	Private visitors i.e. other than ICAR, SAUs, Central or State Govt. etc.	1600	2200	3200
5.	Foreign Visitors (SAARC Countries)	2500	3500	4000
6.	Foreign Visitors (Other than SAARC Countries)	3500	4500	5500

**2. Room rent Charges (per day) in respect of Various types of accommodation at ICAR Institutes Guest House (Other than International Guest House, NASC Complex and Ganga International Guest House IARI):**

Sl. No.	Facilities	AC Bed Room		Non-Ac Bed Room		Suit	
		Class "A" Cities	Other Cities	Class "A" Cities	Other Cities	Class "A" Cities	Other Cities
1.	Serving and retired officers of NARS (ICAR/SAU) on private visit	200	150	100	80	300	200
2.	Serving and retired officers of NARS (ICAR/ SAU) on official visit	500	250	300	150	700	500
3.	Serving Officers of Central/State/ Autonomous organizations/PSUs on official or private visit	600	300	400	200	800	600
4.	Private visitors i.e other than ICAR, SAUs, Central or State Govt. etc.	700	500	600	300	900	700
5.	Foreign Visitors (SAARC Countries)	2000	1600	1500	1400	2500	2000
6.	Foreign Visitors (Other than SAARC Countries)	3000	2500	2200	2000	3500	3000

\* Classification of cities is as per HRA rules





### 3. Hiring Charges (per day) of Conferencing Facilities at NASC Complex

S.N	Category	Sitting Capacity	ICAR Institutes / SAUs	Central/State / Autonomous /PSUs/ Professional/ Scientific Societies	International Organizations /NGO/ Private bodies
1	Conference Room	40	10000	15000	20000
2	Board Room	30	8000	12000	15000
3	Training Hall	46	12000	17000	20000
4	Lecture Hall	86	17000	27000	35000
5	A.P. Shinde Symposium Hall	275	25000	45000	65000
6	Exhibition cum General Purpose / Dining Hall	---	15000	25000	30000
7	Cafeteria Lawn in front of IGH	---	6000	10000	12000
8	Dining Hall of Ground Floor, IGH	---	3000	4000	5000
9	Podium Lawn	--	20000	25000	30000

Note: There will be no charges for ICAR for booking of these facilities for conducting ICAR meetings/ conferences.

### 4. Hiring Charges (per day) of Dining Hall at IGH, Cafeteria Lawn (in front of IGH), Exhibition Hall cum Dining Hall & Podium Lawn and Community Centre Krishi Vihar for personal functions:-

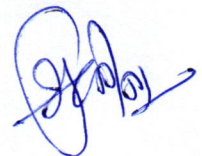
S.N.	Facilities	ICAR employees (working/ retired)	Non – ICAR employees
1	Dining Hall, Ground Floor, IGH	3000	5000
2	Cafeteria Lawn, Basement IGH	10000	10000
3	Podium Lawn	25000	35000
4	Exhibition cum Dining Hall, Basement, AP Shinde Hall	25000	35000
5	Community Centre Krishi Vihar	10000	Not available for Non-ICAR Employee

Note: There will not be any provision of half day booking.

### Annexure-III

#### **Detailed guidelines and terms& conditions for booking of ICAR facilities:**

1. Submission of a copy of a valid identity card is a must for all the guests seeking accommodation in the guest house, to ascertain their identity.
2. Check out time is 24 hours.
3. Allotment of rooms in the Guest House shall be on first come first serve basis. However, preference will be given for ICAR/DARE officials coming on official visit.
4. Booking for guests will be done/ approved by the section officer, E&M section. In case of bulk booking including foreign guests, approval of Deputy Secretary (GAC) will be required.
5. Allotment can be treated as cancelled/shifted in case it is required for VIP use/ exigency.
6. 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 the officer who has booked the accommodation e.g. if any ICAR/DARE employee is booking an accommodation for a private person, charges will be as applicable to "private visitor" and not "ICAR Charges".
7. Dependent family members of ICAR/DARE employees-spouse and children can be treated within the category of ICAR employees (personal visit) for the purpose of charging tariff. The dependent family member has to furnish the copy of the Identity Card of the ICAR official, she/ he is related to. This facility will not be available for Non-ICAR employees, they will be charged as per their actual category, as detailed at point no. 6.
8. VIP guests of the Ministers of Agriculture (Union as well the state) and the Director General, ICAR will be charged as ICAR official Category rates, only when a written request (fax/email) is received from their offices, or else they will be charged as per their actual category, as detailed at point no. 6.
9. Since the facility of IGH is for providing accommodation for ICAR guests, the Director General, ICAR has powers to waive off the tariff of the guest house for the ICAR guests for a maximum of 10 guests at a time.
10. Maximum continuous stay in the Guest House would be for a period of 15 days subject to availability. This can be reviewed on "case to case basis by the Deputy Secretary, GAC.
11. To avoid inconvenience, request for allotment of accommodation should be sent well in advance or at least two days in advance on the prescribed application format through fax / email.
12. Liquor/smoking is strictly prohibited in the Guest House premises.
13. Pets are not allowed in the Guest House.
14. Some rooms shall be kept available with the caretaker IGH for priority allotment in favour of VIP/ Dignitaries/ Ministers' Guest /Director General Guests etc.





15. Booking of facilities for personal functions: conditions for booking of these facilities are:

- (i) ICAR employees (serving or retired) can avail the facilities such as Dining Hall at IGH, Cafeteria Lawn, and Exhibition Hall cum Dining Hall, podium Lawn and Community Centre Krishi Vihar for organizing personal functions with the approval of the Deputy Secretary, GAC, ICAR.
- (ii) Booking of NASC facilities in favour of Non-ICAR officials for organizing personal functions will be done only in exceptional cases. However, booking of community centre Krishi Vihar is not available for non-ICAR persons, due to security and other reasons.
- (iii) An advance security deposit of 25% of the booking amount will be paid at the time of booking for personal functions. Booking will not be confirmed, if no advance deposit is made. However, full amount shall have to be paid before the actual event, by adjusting the advance amount.
- (iv) Booking can be cancelled by giving a written request at least 07 days before the actual event. If prior intimation of at least 07 days is not given, 25% of the booking amount will be forfeited.
- (v) No loud speaker or DJ will be allowed after 9.30 PM.
- (vi) Number of people should be restricted to 600 only.

