

**CEC**



**UGC**

## **CEC GUEST HOUSE**

# **GUIDELINES**

### **Consortium for Educational Communication**

Aruna Asaf Ali Marg, IUAC Campus

New Delhi – 110 067

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## ELIGIBILITY

### 1. ELIGIBILITY

There are three categories according to which availability is made :-

A. Official - CEC

B. Official – Other Institutions

C. Non-Official

#### **Category A: Official Guests - CEC**

##### **A-I**

Members of Governing Council, Governing Board, Finance Committee, Technical Advisory Committee of CEC, Co-ordination / Directors of EMMRCs on official visit. Academics / Official from University Grants Commission, Vice-Chancellors of host University of EMMRCs, Experts / Resource Persons invited / engaged by CEC.

##### **A-II**

Participants of seminar / workshop / symposium / conference / training / programmes organized by Consortium for Educational Communication (CEC), University Grants Commission (UGC) and officials from EMMRCs on official assignment.

## **Category B: Official Guests – Other Institutions**

### **B-I**

Officials from other Institution(s) for official purpose on recommendation of Authorized person of the Institution

### **B-II**

Students coming to CEC from Universities/Institutions for internship from outside Delhi and on institutional request for accommodation in CEC Guest House.

## ***Category-C Non-Official***

### **C-I**

Employee(s) from Media Centres coming to Delhi for personal visit will send the request in advance for booking of room(s) and request may come through the concerned Director of the Centre.

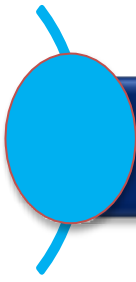
### **C-II**

Personal guest of employees of Consortium for Educational Communication referred by a permanent employee of CEC in writing not below the rank of Joint Director/Chief Administrative Office/Maintenance Engineer/ Section Officer/ PS to Director. In this category requisition slip for rooms will be filled by the CEC employee and the requisitioner will take the responsibility of the guest.

### **C-III**

Any other guest(s) may be allowed only with the permission of Director, CEC.

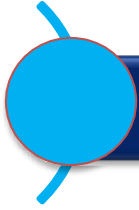
- Note :
1. The allotment of rooms shall be strictly in the order of preference mentioned above.
  2. CEC has rights to accept or reject any request/application without assigning any reason.



## BOOKING PROCEDURE

### BOOKING

1. Request for the reservation of the room has to be given in writing to Guest House In-charge of CEC by filling Request proforma in normal course / seven days in advance and submitting / sending the proforma in the Guest House office / Booking Clerk of CEC. The booking proforma is available with Booking Clerk, CEC. It may also be downloaded from CEC website:[www.cec-ugc.nic.in](http://www.cec-ugc.nic.in).
2. In normal course, outside organization or individual will not be given more than 04 rooms at a time. Such bookings will have a maximum time period of 5 days. In-charge Guest House shall confirm the booking of the rooms.
3. In case of official booking, the Guest House In-charge may allow extension of one day before and one day after the official work subject to the availability of the room.
4. Extension beyond permitted period by In-charge Guest House can be allowed only with the permission of Director, CEC.
5. Cancellation, if any, should be made in advance at least 24 hours before the booking by the requisitioner otherwise room tariff will be charged till the date of cancellation.



## DINING HALL

### Guidelines for Dining Hall

- I. Catering arrangements are available for limited persons for lunch and dinner for official meeting.
- II. The official get-together of the office can also be hosted.
- III. Prior permission may be required and information may also be given to Officer In-charge / Supervisor Officer.

### Timings of Meal at IUAC Canteen

1. Meals (other than bed tea) will be served during the following hours in the IUAC Canteen.

<b>Breakfast</b>	08:15 a.m. to 09:30 a.m.
<b>Lunch</b>	12:30 p.m. to 02:00 p.m.
<b>Evening Tea / Snacks</b>	05:30 p.m. to 06:30 p.m.
<b>Dinner</b>	08:00 p.m. to 10:00 p.m.

Food will not be served after canteen timings.



## TARIFF

The new rates of Guest House charges will be applicable w.e.f.01.09.2013 details given below:-

SL. NO.	CATEGORIES	RATES
01.	A-I and A-II.	NIL (Exempted from Payment)
02.	B-I	Rs.250/- (1 bed) Rs.500/- (2 bed)
03.	B-II	Rs.50/- (1 bed) Rs.100/- (2 bed)
04.	C-I, C-II and C-III	Rs.100/- (1 bed) Rs.200/- (2 bed)



## RULES OF STAY FOR GUEST

1. Allotment of accommodation in the Guest House shall not confer on the allottees any right of tenancy of the premises and the CEC shall have the right to get the rooms vacated at any time without giving any notice or assigning reason.
2. The main gate opens at 6.00 a. m. & closes at 11.15 p: m.
3. All guests, after checking in, are bound by the rules and guidelines of the guest house displayed in the rooms.
4. Visitor for guests residing in Guest House is allowed from 9.00 a.m. to 9.00 p.m. Only.
5. Pets are not allowed
6. Cooking/Washing is not allowed in the rooms.
7. No changing of rooms or transfer of rooms is allowed without the permission of the concerned officer.
8. Gambling, Smoking and liquor Consumption in any form or unlawful behavior is strictly prohibited inside the rooms and elsewhere inside the Campus.
9. All electrical appliances like fan, light, air-conditioners, geyser etc. should be switched off before leaving the room.
10. Please do not take away the Inventory items of the guest house Otherwise, the charge will be added into your bill.
11. Our staff may check the room from time to time.

12. Damaging of property or defacing any notice/poster/walls etc. of the Guest House is illegal and will invite penalty as may be decided by CEC.
13. Please do not pay tips to the staff.
14. We do not accept credit/debit cards. Payment is accepted only in cash or cheque in case payment will be made by Institution in the name of Director,CEC.
15. The Director at his discretion may exempt lodging and boarding charges for CEC Guest(s).
16. The guest House will be under Officer In-charge/Supervisor Officer appointed by the Director, CEC.
17. The decision of the Director, CEC shall be final and the rules may be amended with the approval of the Director, CEC from time to time.
18. In case of violation of the above rules & regulations or any misconduct or deem to cause inconvenience or discomfort to others, the Management reserves the right to ask the guest to vacate the room at short notice/immediately.
19. The Guest House is meant for you. Please help us keep it clean.

**IMPORTANT CONTACT NOS.:-**

1. Mr. Athar Ahmed Siddique, Caretaker	:	9968260083
2. Mr. Ashok Kumar, Booking Clerk	:	9958870181
3. Mr. Satyender Kumar Bharti, Section Officer (Supervisor Officer)	:	9910138203
4. Mrs. Josie Mathew, CAO, ((Officer In-charge Guest House)	:	9810682426
POLICE	:	100
FIRE STATION	:	101



**Consortium for Educational Communication**

Aruna Asaf Ali Marg, IUAC Campus,  
New Delhi – 110 067

**Requisition Slip for Room(s)**

Accommodation:     Single / Double

1.     Name of the Guest:.....

2.     Gender – Male / Female

3.     Age.....

4.     Designation/Address:.....

5.

S. No.	Name(S) of person(S) accompanying the Guest	Relationship with the guest	Age

5.     Category of Guest: Official / Non-Official

6.     Accommodation required: No. of Room (s).....

From (arrival).....to (departure).....

Certificate by requisitioner : The guest is personally known to me and I am responsible for his/her conduct. If he/she fails to make payment of lodging/boarding charges, the same may be made by me.

Forwarded by-----

Signature:.....

Name:.....

Designation:.....

Phone No.....

Head of Deptt. / Office (Stamp)

Note: Incomplete Performa will not be considered

**FOR OFFICE USE**

Room No..... booked for .....

From.....To.....,     Category of Guest.....

Section Officer / In charge

Copy to : 1) Caretaker, Guest House, CEC 2) Security, CEC 3) File