



अखिल भारतीय आयुर्विज्ञान संस्थान, गोरखपुर

All India Institute of Medical Sciences, Gorakhpur

(स्वास्थ्य एवं परिवार कल्याण मंत्रालय भारत सरकार द्वारा स्थापित एक स्वायत्त निकाय)
(An autonomous organization under the Ministry of Health & Family Welfare, Govt. of India)

Guidelines for the Operations of the Guest House

1. **Introduction:** All India Institute of Medical Sciences, Gorakhpur has established Guest house with a capacity of 14 double bedded rooms and 2 suite room in its premises.
2. **Definition:**
 - a. *Official Guest:* Those person (s) invited officially by the designated authority of the institute for official engagements.
 - b. *Non-official Guest:* All other person (s) not falling under category of Official Guest.
3. **Allocation of rooms:**
 - a. The Executive Director & CEO and Faculty In-charge Guest House have the authority to allocate the rooms.
 - b. The room shall be allotted preferably after receiving duly filled guest house room allotment form, forwarded by Faculty/Department/Committee/office bearers of Administration (Level 10 or more).
 - c. Mode of application: Physical Form or scanned copy through email by concerned Faculty/department/Committee/office bearers of Administration.

Email ID of Guest House: aiimsguesthousegkp1@gmail.com

- d. No request shall be entertained without duly filled room allotment form.
- e. Priority for room allotment shall be given to Official guests over non-official guests.
- f. Request for room allotment in case of official guest shall be submitted by concerned department/committee or any other office bearers to the guest house at least 10 days prior to the planned event.
- g. Room allotment to the non-official guests of Faculty members and office bearers of administration shall be done when application is forwarded by concerned faculty or office bearer in prescribed format.
- h. Room allotment to the non-official guests of Resident or Students shall be done when application is forwarded by Provost/Dean Academics/Head/In-charge of the department.
- i. Non-official guests may be allowed to stay for 3 nights at once, extension may be allowed upon submission of approval from Executive Director/Faculty In-charge Guest House, AIIMS Gorakhpur.
- j. Newly joined faculty shall be allowed to stay for maximum of 7 days, extension may be allowed upon submission of approval from Executive Director, AIIMS Gorakhpur.



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- k. Bulk booking is allowed up to five (5) rooms only. More rooms may be allotted with the discretion of Faculty In-charge Guest House or with the approval of Executive Director & CEO, AIIMS Gorakhpur.
- l. Guests may be asked to vacate occupied room at any time during emergency or VIP movement as per discretion of Executive Director, AIIMS Gorakhpur and Faculty In-charge Guest House.
- m. Gym room/Kitchen or any other guest house premises may be used for multi-purpose activities by Faculty members and office bearers of Institute with approval from Executive Director and/or Faculty In-charge Guest House. The institute has right to withdraw such permission at any point of time.
- n. In emergency situation where room allotment form could not be produced beforehand, room shall be allotted in guest house subject to availability with discretion of Faculty In-Charge, Guest House or with approval from Executive Director, AIIMS Gorakhpur.

4. Room Tariff (Per Day):

Double bedded Room Rs 400/-

Suite Room- Rs 1000/- Reserved for VIP guests of Institute, shall be allotted only after approval from Executive Director, AIIMS Gorakhpur.

No charges shall be levied to the official guests of the Institute.

Check-in timing - 12 PM onwards, Check-out timing – 12 pm.

Early check-in or late check-out is subject to availability of room.

5. Kitchen and Dining facilities:

i. Timings

- a. Breakfast 08:00 am to 09:00 am
- b. Lunch 01:00 to 02:30pm.
- c. Dinner 08:00 to 09:30pm.

ii. Charges

Tea- Rs 10/-

Coffee- Rs 15/-

Breakfast- Rs 50/-

Lunch/Dinner- Rs 100/-

Extra Charges may be applied for preparing food on demand.

Rates may be revised by management of AIIMS Gorakhpur, if required.

- iii. Non-official guest will be charged for having tea and meals during their stay.
- iv. Meals will be provided in Dining hall of guest house located at ground floor.



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- v. Fixed number of meals for the official guests and paying guests will be cooked on order placed in advance (at least 3 hrs. prior to scheduled meal time) to avoid any inconvenience.
- vi. No cancellation will be made once order is placed.
- vii. Only the order quantity will be cooked.

General Information/Rules

1. The Guest House shall be under administrative control of the Executive Director & CEO, AIIMS Gorakhpur and Faculty In-charge Guest House.
2. No unauthorized person shall be allowed to stay in guest house.
3. The Institute/Guest house shall not be responsible for any loss or damage to the guests or their property in any case during their stay.
4. If any damage to the property of guest house or institute is done by the guest, they shall be held responsible and appropriate action may be taken by the institute including payment of damage.
5. The referring employee of the institute for non-official guest will be responsible for any unauthorized activity done by the guest and/or any payment not made by them.
6. Guest house premise is **No-Smoking** and **Alcohol-free zone**. Smoking, drinking alcohol and drugs in rooms is strictly prohibited.
7. No illegal substances allowed in the premises.
8. No assets or any items of Guest House will be allowed to be taken outside the guest house.
9. Rooms to the guest of seminars, conference, work shop and other official meeting will be provided only if prior booking i.e. (at least 10 days) is made with written authorization of management.
10. Approval has to be sought by the employee/guest from Faculty In-charge Guest House/Executive Director, AIIMS Gorakhpur for stay beyond 7 days.
11. Only the guest house staffs and concerned staffs of other departments on duty will be allowed in guest house premises.



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GUEST HOUSE ROOM ALLOTMENT FORM

Date:

Name of the Guest		
Identity proof of Guest		
Mobile No of Guest		
E-Mail ID of Guest		
Category of Guest	Official/Non-Official	
Purpose of visit		
Duration of stay	Check in Date & Time	Check out Date & Time
Mode of Payment	Personal ()	Department/Institute ()
No. of Rooms required		
Kitchen services required	Yes / No	
Name of accompanying persons	1. 2.	

- Rooms are allotted on nontransferable basis
- Guest house premise is No-Smoking and Alcohol-free zone.
- Damage to guest house property will be charged as per decision of competent authority.
- Management is not responsible for the loss of any item of the guests.
- Food is available on pre booking basis.
- Check –in & Check-out timing – 12 PM.
- Two guests may be accommodated in a single room.

Recommended /Forwarded by
(Name of Faculty/Department/Admin/Committee with seal)

Signature with Date

For Office use Only

Room available: Yes / No

Room number allotted:

Payment:

Charges for the Room / Day: Rs

Advance paid:

Category of allotment: Official/Non-Official Guest

Signature of Care Taker

Signature of Faculty I/C Guest House