



अखिल भारतीय आयुर्विज्ञान संस्थान, देवघर  
ALL INDIA INSTITUTE OF MEDICAL SCIENCES, DEOGHAR  
(भारत सरकार के अधीन राष्ट्रीय महत्व का संस्थान)  
(An Institution of National Importance under Ministry of Health & Family Welfare)  
भारत सरकार/ Government of India

Application for Guest House Accommodation AIIMS, Deoghar

1. Booking Requested by:

(a) Name of faculty/staff:

(b) Designation: Professor/ Additional Prof./ Assoc. Prof./ Astd. Prof./ Others \_\_\_\_\_

(c) Employee Code: \_\_\_\_\_

(d) Department:

(e) Contact No:

(f) Email Id:

2. Particular of visitors:

S. No	Name of Visitors	Age/Sex	Address of visitors	Date & Time of check in	Date & Time of Check out

3. Purpose of visit: Official/ Personal/Other \_\_\_\_\_

4. Guest House charges will be borne by

(i) Guest

(ii) Waiver off- (For Waiver enclose details of official meeting/ Permission)

(iii) Faculty/Staff who have booked accommodation.

I have read the SOP/instructions for guest house accommodation and undertake to abide the same.

Date:

Signature  
(Faculty/Staff requesting booking)

**(FOR OFFICAL USE ONLY)**

Guest House Available:

Not Available:

(Approved/Not Approved)

No.

Faculty In-charge Guest House

**IMPORTANT INSTRUCTIONS:**

1. To be submitted well in advance, atleast three days before.
2. Signature and seal required for recommending Faculty/Officer/Staff
3. All entries must be filled carefully.
4. Email ID and mobile number should be filled properly.
5. In case of booking for examiners, to maintain the confidentiality just mention examiner 1 and/or 2 with their designation.
6. The booking Confirmation of the guest house accommodation is provisional which may be cancelled at the last minutes in the official interest or otherwise.

## STANDARD OPERATING PROCEDURE FOR GUEST HOUSE

1. Only faculty and officers of AIIMS Deoghar can book Guest House accommodation for their guest. Direct booking by guest/ outsider is not allowed.
2. Allotment of rooms in the Guest House shall be done by Faculty In-charge guest house on approval of the competent authority as per guidelines.
3. Preference will be given for faculty and officers visiting for official work at AIIMS, Deoghar.
4. Rent for accommodation of the guest house shall be Rs 500/- (Rupees Five Hundred) per day.
5. Form for booking of rooms need to be submitted well in advance, at least three days before.
6. The guest house facility can be booked for maximum of three days initially. May be extended upto 5 days subject to availability. Further extension can only be given after permission of the Executive Director.
7. All the joining faculty/officers will be allowed to stay in the Guest House free of charge for the first 15 days of joining, after which rental will be charged @ Rs. 500/- per day.
8. There is a standard 12 Noon check-in and 11 AM check out time for the guest rooms.
9. Any booking done would be provisional and may be cancelled at any time if necessary as per institute requirement.
10. All information related to cancellations, departure or change in schedule has to be informed at least 24 hours in advance.
11. All materials/luggage shall be the responsibility of the guests.
12. Consumption of alcohol or any kind of narcotics or smoking is strictly prohibited in the Guest House.
13. Carrying or storing of any inflammable item inside the premises is strictly prohibited.
14. It is requested that electricity and water is conserved. AC, geyser, and all electrical points are to be switched off while leaving the rooms. Use of induction ovens for cooking is not allowed in the rooms.
15. It is advisable the cleaning of the rooms is done in the presence of the guests. If the guest during stay damage any content then the management, after examining the nature of damage, may impose penalty to the visitor or the host (who made the booking), for replacing the content or to settle the bill.
16. To avoid inconvenience, request for allotment of accommodation should be sent at least 3 days in advance in proper format through E-mail:- [guesthouse@aiimsdeoghar.edu.in](mailto:guesthouse@aiimsdeoghar.edu.in) with copy to [ashok.dentistry@aiimsdeoghar.edu.in](mailto:ashok.dentistry@aiimsdeoghar.edu.in) . Hard copy may be sent to Guest House office.
17. Confirmation of accommodation must be enquired from the Faculty In-charge Guest House before proceeding, on any working day.
18. Pets are not allowed in the Guest house.
19. Copy of Photo Identity card issued by a Government Organization is compulsory to be submitted to the caretaker while check-in. No entry to the guest rooms will be allowed without submitting copy of the identity card. The rooms of the Guest House will be occupied by only those person/s whose names the booking has been made.
20. Proper decorum of Institute and Guest House should be maintained. Guest House In-charge reserve the right to withdraw the lodging facilities of the guest if found not maintaining proper decorum and/ or creating nuisance for others.
21. All the bills should be cleared before vacating the Guest House. Any damages to the property of the Guest rooms shall be borne by the Guest or the host (who made the booking).

Signature  
(Faculty/Staff requesting booking)