



सन्दर्भ संख्या १४/डी०एस०एम०आर०यू०/अतिथिगृह०वि०वि०/2025-26

दिनांक ०४ अक्टूबर, 2025

सेवा में,

कुलसचिव,

डॉ० शकुन्तला मिश्रा राष्ट्रीय पुनर्वास विश्वविद्यालय,
लखनऊ।

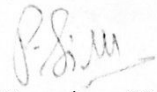
विषय— विश्वविद्यालय की वेबसाइट पर गेस्ट हाउस नीति-2025 (Guest House Policy-2025) अपलोड कराये जाने के सम्बन्ध में।

महोदय,

कृपया अवगत कराना है कि विश्वविद्यालय की गेस्ट हाउस नीति-2025 (Guest House Policy-2025) को अंतिम रूप दे दिया गया है। यह नीति विश्वविद्यालय के गेस्ट हाउस के उपयोग से संबंधित नियमों, शर्तों एवं प्रक्रियाओं को स्पष्ट करती है, जिससे सभी संबंधित व्यक्तियों को सुविधा हो सके।

अतः आपसे अनुरोध है कि उक्त नीति को विश्वविद्यालय की आधिकारिक वेबसाइट पर यथाशीघ्र अपलोड कराने की कृपा करें।

इस पत्र के साथ नीति की हार्ड कॉपी संलग्न की जा रही है, कृपया अग्रिम कार्रवाई हेतु सम्बन्धित को निर्देशित करना चाहें।


(डॉ० पुष्पेन्द्र सिंह)
प्रभारी
आचार्य अतिथि गृह

प्रतिलिपि:— निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित:—

1/ सिस्टम एनालिस्ट, वेबसाइट पर अपलोड करने हेतु।

Dr. Shakuntala Misra National Rehabilitation University

Guest House Policy, 2025

1. Objectives

Guest House Policy, 2025 has been recommended by the Management Committee on 17/12/2024 with the objective to run the Guest House of the University smoothly with definite set of rule.

2. Short Title and Commencement

- This regulation may be called as Dr. Shakuntala Misra National Rehabilitation University (DSMNRU) Lucknow Guest House Policy, 2025.
- It shall come into force on such date when the Finance Committee and Executive Council approves it.

3. Entitlement

The following category persons are entitled to get accommodation in the Guest House.

All the members of the General Council, Executive Council, Finance Committee, Academic Council, Selection Committee, Former Vice-Chancellor and other authorised guests from the Hon'ble Vice Chancellor. They shall be treated as University guests & do not have to pay charges of the Guest House.

Following University Guest & have to pay the charges of the Guest House.

- Invited Speakers
- Department Guests/invitees/Examiner for conduct PhD Viva/Practical Viva/ PG Dissertation Viva
- Guests connected with DSMNRU work (Conference/Seminar/Short Course/Work Shop etc.)
- Consultancy/project/CUET/NTA etc. (Approved by Director/Dy. Director)
- Family members of University Staff/Faculty/ Staff of other University/ IIT/ Eng. Colleges & other institutions.
- Any other person with the permission of Hon' ble Vice- Chancellor.

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4. Responsibilities of Indenter

All the facilities in the Guest House Room of Type 5 and VVIP Guest House are necessarily for official purposes only. The indenters are advised not to book rooms for unknown guests in view of the security hazards. By applying for allotment of facilities, the indenter/ forwarding official/ guest shall be treated to have accepted to abide by all the terms & conditions of Guest House. Indenter will be responsible for booking for the genuineness of the guest, behavioural issues of the guests and any damages caused by the guest during the stay. *Indenter is responsible for the Guest & have to pay advance for the booking of the Guest House. Wave off Guest house charges only with the permission of Hon' ble Vice- Chancellor.*

5. Guest Information:

1. Check-in Check-out facility 24 Hrs.
2. Approval for the extended stay has to be obtained beforehand.
3. Meals can be booked at the Dining Hall: (Lunch by 9:00 hrs, Dinner by 14:00 hrs.)
4. No claims for Loss/ damage or lapse of services will be entertained at any stage by the University as the services are outsourced and managed by the private contractor.
5. Guests are advised to get the rooms cleaned in their presence only. If the guest has no objection for getting the room cleaned in his/her absence, he/she should deposit the keys at the reception and sign in the Key Deposit Register.
6. Male guests are not allowed to visit the rooms occupied by female guests without prior permission from the concerned guest and vice-versa.
7. Consumption of Narcotics/Alcoholic drinks etc. is strictly prohibited in Guest House.
8. In order to keep bills ready & minimize inconvenience at the time of check-out the Front Office may be kept informed about the exact departure time well in advance.
9. Indenter booking 4 or more rooms on one indent or multiple indents are required to deposit a sum of Rs.250 per room as booking charges. In case of cancellation of rooms, the amount so deposited shall be forfeited for the cancelled rooms only. At the time of final settlement/preparation of bill the amount deposited, after forfeited (if any), shall be adjusted against the bills for occupied rooms. Forfeited amount is non-refundable and unadjustable in future bills.



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6. Booking Procedure & Confirmations

1. For Booking of accommodation at Guest House & allied Facilities, request is to be raised through Guest House Online Booking System. Only in emergency cases, duly filled requisition form forwarded by respective HODs and Registrar of DSMNRU may directly be submitted at the Guest House Front Office.
2. *Requisitions for VIP Suite are to be approved by Hon' ble Vice-Chancellor of the University.*
3. *Requisitions for VIP Suite and Guest House can be generated only through permanent Faculty and Staff of the University (Indenter).*
4. The other room will be allotted by the Guest House Incharge on the 'first come first served' basis depending upon requisition submitted to the Registrar/Guest House Incharge.
5. Any other person authorized by the Hon'ble Vice- Chancellor of the University not mentioned above.
6. The prescribed requisition form should be sent to the Incharge Guest House at least three days in advance.
7. The bookings are purely provisional and subject to availability.
8. Priority will be given to University guests, guests coming for academic activities.
9. Personal bookings (10% of total rooms) will be made on the basis of availability. Such bookings will be provisional and will be confirmed only 1 week before the actual arrival of the guest.
10. No telephonic bookings/ cancellations of any of Guest House facilities will be entertained.
11. Confirmation/ Non-acceptance of bookings will be informed through e-mail or can be checked with Front Office within 24 hours of submission of requisition.
12. The room is allotted on the condition, that, if necessary, the allottee shall have no objection in sharing accommodation with another guest. (Male with Male and vise-versa).
13. All the request for declaring University Official Guest should be routed through Registrar on the recommendation of Dean/ Librarian/ Finance Officer/ Controller of Examination/ Head/ Coordinator of the Department other officials with the certification to this effect for approval of the Hon'ble Vice Chancellor.
14. The Guest House Incharge will be intimated two days in advance for arranging any lunch/dinner along with prescribed requisition form.

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15. Guest staying out side Guest House, yet rendering service to University during working hours and request for meal may be provided on payment basis subject to prior intimation to the Guest House Incharge in writing at least 48 hours in advance.
16. All the requisition application forms for Guest House facilities shall be routed through the Registrar.
17. The rooms in Guest House may be allotted at a time for five days only. However, the extension of accommodation may be given with the permission of the Hon'ble Vice Chancellor on the recommendation of the concerned official & Registrar.
18. Any damage caused by the guest will be incurred by the Guest payee.
19. All charges are to be paid by UPI/Net banking/Card/ Cheque payable in favour of Faculty Incharge of Guest House.

7. Guest House Cancellation Policy

Cancellation Requests: All cancellation requests must be submitted through email only by the indenter to mail Id ghic@dsmnru.ac.in The Guest House office will send an acknowledgment of the cancellation request via email. email. Indenters must ensure the cancellation request is acknowledged by the Guest House office.

Guest House and VIP Suit Cancellation Charges:

Cancellation Period	Cancellation Charges Accommodation
More than 3 days before Check-IN	No Charges
Less than 3 days before check-in	10% of the room rent
No Show	25% of the room rent

Payment of cancellation charges:

1. Guest House will raise the bill to indenter/PI/HOD under the head of cancellation charges within 7 working days after cancellation approval.
2. In case of cancellation where payment is to be made by the Guest, Guest House office will raise the bill to the indenter.
3. Cancellation charges must be paid within two weeks of the bill generation. Failing which the amount will be recovered by the Accounts Section at the end of month from the salary/ project funds/ or department budget.

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8. Dining Hall Facilities

- No food will be served outside the Guest House Dining Hall except for VIP in special case.
- Drivers of vehicles requisitioned for statutory body meeting will be served packed lunch boxes. The number of drivers expected should be stated in the requisition by the organizer of the meeting along with payment. It shall be realized in advance.
- Driver & Security staff of the special Guest/VIP Guest will be accommodated on the availability of suitable space as the Guest House.

9. Lodging Charges VIP Suit and Guest House

Particulars	Charges per day (24 hours)
VIP Suite	Rs.1500/- Allotted only with the permission of Hon'ble Vice Chancellor
Guest House (Single Room Occupancy)	Rs. 1000/-(Allotted By Professor Incharge of Guest House House)
Guest House Flat	Rs.5000/-
VIP Guest House	Rs.10000/-

10. Policy for Timing or Interval of Washing/Dry-cleaning of House-Keeping Materials

The Guest House Incharge shall observe following schedule for washing/dry cleaning of the house- keeping materials.

1. **Bed Sheet & Pillow Cover:** After one use.
2. **Curtain:** Once in 03 month or as per requirement.
3. **Towel:** After one use.
4. **Blanket:** after one month
5. **Blanket/Quilt cover** after one use

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11. Facilities Provide in Guest House

The following facilities are provided in the rooms of the Guest House.

- T.V. in all rooms.
- Heat Converter in all rooms.
- A.C. in all rooms.
- Geyser in all rooms.
- Shaving Kit
- Bed sheet/Quilt/Kambal
- Towel/hand towel in all rooms.
- Sleeper in all rooms.
- Soap in all rooms.
- News Papers in Common Hall.
- TATA Sky in VIP Room.
- Mosquito repellent in all rooms.
- Internet in all rooms.

12. Priorities

While allotting the room in Guest House, the following order of priority shall be given.

1. University/official Guest
2. Dignitaries Attending University function.
3. Personal Guest.
4. Others

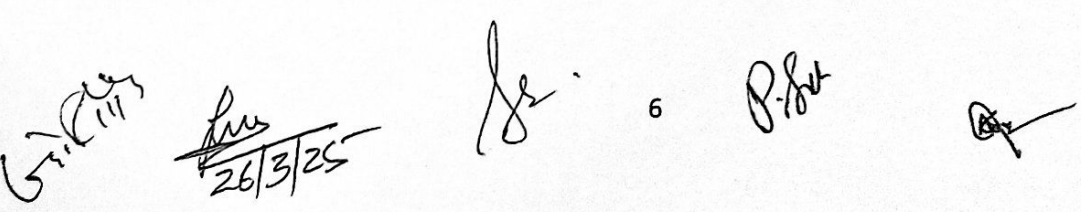
13. Not allowed/permitted

- Child above 12 years shall be charged as one person.
- More than two adults shall not be allowed to stay in double bed room/suite.
- More than one adult shall not be allowed to stay in single bed room.
- At least one meal is compulsory for the Guest staying.

Any difficulty faced by the Guest House in future course of action which has not covered in above rule and regulation may be resolved by the Management Committee by passing appropriate order.


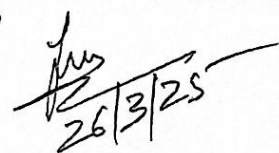
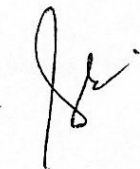
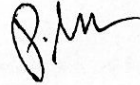

14. Contact Us for Booking Policy & Approval Status: For Booking

Related Policy & approval status Please Contact us at Email ghic@dsmnru.ac.in

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15. Menu for Breakfast/Lunch / Dinner and their Rates:

Breakfast/Person	Price in Rs.	Lunch/Dinner/Person	Price in Rs
Tea	10	Thali (Roti, Fried Dal, Rice, Paneer, Mix Veg. Salad, Sweet, Papad)	206-250
Coffee	15	Roti	8 per piece
Cornflakes with milk	40	Dal	80 per plate
Bread Butter.Jam 4 Slice	30	Rice	60 per plate
Jalaibe with Curd	40	Paneer (Shahi/Butter Massala/Matter/Kadhai/Masala)	140 per plate
Two Aloo Paratha with Curd	60	Hara Bhara Pulawa	140 per plate
Four Puri with Sabjee and Sweet	60	Mix Veg	90 per plate
Fruit Chat	80 per plate	Papad	10 per piece
Snacks		Sweet (Gulab Jamun)	20 per piece
Paneer Pakoda	50 per plate	Rajma	80 per plate
Onion Pakoda	25 per plate	Aloo Jeera	70 per plate
Veg. Sandwich	45 per piece	Dum Aloo	75 per plate
Bread Pakoda	20 per piece	Aloo Gobhi	70 per plate
Samosa	10 per piece	Lauki Khofta	85 per plate
Four piece Idli-Sambhar/Chatni	80	Aloo Mutter	60 per plate
Dosa	100 per plate	Dahi	60 per plate
Upma	100 per plate	Chena Rasgula	25 per piece
		Raita	70 per plate
		Suji Halwa	80 per plate
		Manchurian	120 per plate
		Noodles/Fried Rice	90 per plate
		Magee	90 per plate
		Dal Makhane	160 per plate
		Chola	140 per plate
Special Thali: (Butter non/Roti, Fried Dal, Jeera Rice, Shahi Paneer/Butter Paneer, Chola, Seasonal Vegetable, Salad, Sweet (Cheena/Rasgula), Papad)			250-300

DR. SHAKUNTALA MISRA NATIONAL REHABILITATION UNIVERSITY, LUCKNOW
Requisition for University Guest House Accommodation

1. Name of the Guest:
2. Designation with Address:
3. Mobile:
4. Type of the Accommodation : VIP* ☐ Type 5-AC ☐
5. Type of the Guest: Academic ☐ Personal ☐ Other ☐
6. Purpose of the Visit:
7. Details of the Visit: (a) Arrival Date _____ Time _____
(b) Departure Date _____ Time _____
(c) Duration of Stay _____ (No. of Days): _____
8. Details of the Guest (s) :

Sr. No.	Name(s) of the person accompanying the Guest	Age	Gender
1.			
2.			
3.			
4.			

The Guest is personally known to me and I am responsible for his/her conduct. If he/she fails to make Payment, the same will be made by me.

(Signature of the Requisitioner)

Name:

Designation:

Mobile:

Certificate for official Guest: It is certified that the above mentioned guest has been invited by University/Faculty/Department on _____ to attend _____.

Signature of Registrar/Dean/Head (With Official Seal)

For office use only

Received payment of Rs. _____.

Receipt No./Date: _____.

Signature

Incharge Guest House

Room No. Allotted:

Remark (If any)

Incharge Guest House

* VIP guest house only can be allotted by Hon'ble Vice Chancellor

P. J. M.