



सन्दर्भ संख्या : २३/ डी०एस०एम०आर०य००/ अतिथिगृह०वि०वि०/ २०२५-२६

दिनांक : १५ दिसम्बर, 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 हॉर्ड कॉपी संलग्न की जा रही है, कृपया अग्रिम कार्रवाई हेतु संम्बन्धित को निर्देशित करना चाहें।

  
(डॉ० पुष्पेन्द्र सिंह)  
प्रभारी  
आचार्य अतिथि गृह

**प्रतिलिपि:- निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रषितः—**

- 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**

- a. This regulation may be called as Dr. Shakuntala Misra National Rehabilitation University (DSMNRU) Lucknow Guest House Policy, 2025.
- b. 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, Vice-Chancellor/Directors of the University/Institute, Former Vice-Chancellor and other authorised guests from the Hon'ble Vice Chancellor. They shall be treated as University Guests and do not have to pay charges of the Guest House.

*Following University Guest services are chargeable.*

- Invited Speakers
- Department Guests/invitees/Examiner for conducting 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 Higher Educational Institutions.
- Any other person with the permission of the competent authority of university.

*(Pushpendra Singh) (Gul Puri) (Ashish Gupta) 1 (Dr. Shakuntala Misra) (Dr. Pushpendra Misra)*

#### **4. Responsibilities of the Indenter**

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. Intender 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. *Intender is responsible for the Guest and have to pay for the booking of the Guest House.*

#### **5. Guest Information:**

1. Check-in Check-out facility is available 24 hours.
2. Approval for the extended stay has to be obtained beforehand.
3. Meals can be booked at the Dining Hall: (Lunch by 9:00 AM, Dinner by 2:00 PM.)
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 are required to deposit 25% of room rent 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 Office.
2. *Requisitions for VIP Guest House are to be approved by competent authority of the University.*
3. *Requisitions for VIP Guest House 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 competent authority 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/official purposes.
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 one week before the actual arrival of the guest.
10. No telephonic bookings/ cancellations of any Guest House facility will be entertained.
11. Confirmation/ Non-acceptance of bookings will be informed through e-mail or can be checked with 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 Female with Female).
13. All the request for declaring University Guest should be routed through Registrar on the recommendation of Dean/ Librarian/ Finance Officer/ Controller of Examination/ Head/ Coordinator of the Department and other officials with the certification to this effect for approval of the competent authority of the University.
14. The Guest House Incharge will be intimated two days in advance for arranging any lunch/dinner along with prescribed requisition form.

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 competent authority of the University on the recommendation of the concerned official & Registrar.
18. Any damage caused by the guest will be incurred by the Guest payee/Indenter.
19. All charges are to be paid by UPI/Net banking/Card/ Cheque payable in favour of Finance officer of Dr. Shakuntala Misra National Rehabilitation University Lucknow.

## 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 for booking/cancellation of the request via 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.

## 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 in the Guest House.

## 9. Lodging Charges of Guest House

| Particulars                      | Charges per day (24 hours) |
|----------------------------------|----------------------------|
| Room in <i>VIP Guest House</i> * | Rs. 1500 per room. @       |
| Room in Guest House#             | Rs. 1000 /per room. @      |
| Guest House per Flat             | Rs. 5000/-                 |
| <i>VIP Guest House</i>           | Rs. 10000/-                |

\*Allotted only with the permission of the competent authority of the University.

# Allotted only by the Professor Incharge Guest House.

@Rs. 500/per person will be extra charges if more than one person stays in a room.

## 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

## **11. Facilities Provide in Guest House**

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

- T.V. in common rooms.
- Heat Converter in all rooms.
- A.C. in all rooms.
- Geyser in all rooms.
- Shaving Kit as per single or double occupancy
- Bed sheet/Quilt/Kambal
- Towel/hand towel in all rooms.
- Sleeper in all rooms.
- Soap in all rooms.
- News Papers in Common Hall.
- Mosquito repellent / Mosquito Net in all rooms.
- Internet in all rooms.

## 12. Priorities

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

1. University/official Guest.
2. Personal Guest.
3. 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 bedroom/suite.
- 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 been covered in above rule and regulation may be resolved by the Management Committee by passing appropriate resolution.

#### **14. Contact Us for Booking Policy & Approval Status**

Related Policy & approval status Please Contact us at Email [ghic@dsmnru.ac.in](mailto:ghic@dsmnru.ac.in)

6

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

| Breakfast/Person   | Price in Rs.  | Lunch/Dinner/Person   | Price in Rs   |
|--|---------------|---|---------------|
| Tea  | 10 per Cup    | Thali (4-Roti, Fried Dal, Rice, Paneer, Mix Veg. Salad, Sweet, Papad) | 150 per Thali |
| Coffee   | 40 per Cup    | Roti  | 12 per piece  |
| Cornflakes with milk   | 40            | Dal   | 80 per plate  |
| Bread Butter, Jam 4 Slice  | 30            | Rice  | 60 per plate  |
| Jalebe with Curd   | 40 for 100g   | Paneer (Shahi/Butter Massala/Matter/Kadhai/Masala)                    | 140 per plate |
| Two Aloo Paratha with Curd   | 50            | Hara Bhara Pulawa   | 140 per plate |
| Four Puri with Sabjee and Sweet (one piece)  | 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  |
|  |               | Manchurean  | 120 per plate |
|  |               | Noodles/Fried Rice  | 90 per plate  |
|  |               | Magee   | 90 per plate  |
|  |               | Dal Makhane   | 160 per plate |
|  |               | Chola   | 140 per plate |
| <b>Special Thali:</b> (Butter non/Roti/Missi Roti/Tandoor Roti, Fried Dal, Jeera Rice/Pulaw, Shahi Paneer/Butter Paneer, Chola, Seasonal Vegetable, Salad, Sweet (Cheena/Rasgulaa), Papad) |               |   | 250 per Thali |

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*R. Singh* *5/11/11* *RS*

**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**

*D.W.*