



राष्ट्रीय औषधीय शिक्षा एवं अनुसंधान संस्थान (नाईपर)
National Institute of Pharmaceutical Education & Research (NIPER)
सैक्टर-67, एस. ए. एस. नगर, मोहाली-160062, पंजाब (भारत)
Sector-67, S.A.S. Nagar, Mohali -160062, Punjab (India)

RESERVATION OF GUEST HOUSE

(KINDLY ENSURE NOTHING SHOULD BE LEFT BLANK IN THE FORM OTHERWISE WE ARE CONSTRAINED TO REJECT THE BOOKING)

Details of visitor

1. Name of the Guest: _____
2. Full Address: _____
3. Contact No.: _____
4. Valid ID Card No. of the Guest: _____ (copy to be enclosed)
5. Number of guests: _____
6. Number of rooms required: _____
7. Meals required: Yes/No (depends upon the availability)
8. Purpose of Visit (Personal/Official): _____
9. Specify the category provided overleaf at Col. 02: _____
10. Expected Date and time of arrival: Date ____/____/____ Time: _____
11. Expected Date and time of departure: Date ____/____/____ Time: _____
12. Whether Boarding/Lodging charges are to be paid by the Guest/applicant? (Yes/No): _____
13. If the guests are not to be charged then specify the Project No./Budget Head/Other details _____

Date _____

Details of the applicant (ALL IN BLOCK LETTERS)

Name: _____
I-Card No.: _____ (copy to be enclosed)
Department: _____
Mobile No.: _____
Signature: _____

For Office Use Only

Room No. _____

Chargeable Amount _____

Submitted by (I/c Guest House)	Recommended by	Approved/Not Approved Registrar

Entry in Guest House Register Sr. No. _____ Page No. _____ Receipt No. _____ Dated _____ of Guest House.

(I/c Guest House)

GUEST HOUSE GUIDELINES

These Guidelines are to ensure that you enjoy your stay at the NIPER Guest House, allow others to do the same and also help us maintain the place well.

- REGISTRATION:** It is mandatory for all guests to register and produce a **valid identity proof** at the time of check-in. Government of India regulations require that non-Indian nationals must provide a copy of the passport, Visa/Overseas Citizen of India card and a passport sized photograph at the time of registration. Alumni and Ph.D. Scholar should route their application through Dean.

2. Category for Guest house

Category A	Category B	Category C	Category D	Category E	Category F
Official Guests Such as Members of statutory committees (on official visit only), Examiners, Placement Cell	Blood Relation /Ex and NIPER employee (self Stay)	For Friends/ ministry personnel/ students (Masters & Ph.D)/ alumni	For Private guests/ visitors for Training at NIPER and others	For Institute's Seminars/ Workshops	For other NIPERs & other Govt. Departments
--No Charges-(Director's approval should be attached)	Rs. 200/- for Room Rs. 300/- for Suite (declaration with respect to blood relations should be given)	Rs. 500/- for Room Rs. 1000/- for suite	Rs. 1200/- for Room Rs. 1700/- for Suite	Rs. 500/- for Room Rs. 1000/- for suite	Rs. 1000/- for room Rs. 1200/- for suite

Note: A) Rs.200/-will be charges for extra bed (on request only)

B) Attach list (with Name & address) in case of bulk booking more than 2 rooms.

- DAMAGE TO PROPERTY:** Guests are responsible for any damage caused by them to the property of the Institute.
- FIRE HAZARD:** Use of own mosquito coils, candles and heaters in the rooms are strictly prohibited. The room is fitted with an electric mosquito repellent and back up with generator set.
- The **room key** should be handed over to the Guest House Attendant at the time of check-out. Loss of key will attract a penalty of Rs.1000/-.
- GUESTS OF RESIDENTS:** No visitors except the resident guests are allowed to stay overnight in the guest room. Failing which an extra charge of Rs. 200/- will be imposed on the actual bill.
- CAFETERIA in the guest house:** Timings: Morning tea 06:30 – 07:00, Breakfast: 07:45 – 09:30, Lunch: 12:30 – 14:00 Dinner: 19:30 – 21:00. Guests must pay for their meals at the counter and there is no room service.
- WASTE DISPOSAL AND ENVIRONMENT:** Please throw only dry waste like waste papers etc. into the dust bin provided in the rooms. In case of dry food waste, please wrap in paper before throwing into the dust bin. As you know water is scarce, please minimize the use of water. Please switch off lights, fans, air-conditioner and all electrical appliances when you do not need them or before you leave the room. Residents are requested to keep the doors and windows of their rooms closed when the air conditioners are on. Please bolt all doors and windows before you leave the room. **Smoking and consumption of alcohol is strictly prohibited in the Guest House premises.** Please maintain decorum so that you do not disturb fellow occupants. Social gatherings are not permitted inside the room or in the Guest House premises. NIPER is going to be a plastic free campus. Please avoid bringing plastic/polythene shopping bags and do not dispose them in the Institute.
- INTERNET FACILITIES:** Internet (via Wi-Fi) is available in the Guest House (Free to designated area).
- PAYMENT OF BILLS:** Guests must settle their bills before leaving. Unsettled bills will be charged from sponsors.
- Check out time will be 12 NOON after that it will be charged.

After 12 noon:	25% will be charged 1.00 p.m. to 3.00 p.m.
	50% will be charged 3.00 p.m. to 5.00 p.m.
	100% will be charged after 5.00 p.m.
- ENQUIRIES/ ASSISTANCE:** Local extension 2088 OR 0172-2292088.

(Signature of the Guest/applicant)