



No. 1.2/ 337

Date :26/03/2024

Office Memorandum

Subject : IACS Guest Houses' Rules and Regulations

- Faculty and staff of IACS may book guest accommodation facilities by standard procedure for a maximum of 7 days in a month. If the stay of a faculty or staff exceeds 7 days in a given month, she/he will not be entitled for HRA as per rules.
- Rooms can be booked through Email at [guesthouse@iacs.res.in](mailto:guesthouse@iacs.res.in).
- Booking of suite rooms requires approval from the Director.
- At the time of booking, checkin and checkout time should be mentioned. Checkin time is 11.00 am and checkout time is 10.00 am.
- Any booking done would be provisional and may be cancelled at any time if necessary. Bookings/Cancellations over the phone would not be entertained. All information related to cancellations, departure or change in schedule has to be informed at least 24 hours in advance.
- Consumption of alcohol or any kind of narcotics is strictly prohibited.
- Carrying or storing of any inflammable item inside the premises is strictly prohibited.
- It is requested that Electricity and water is conserved. AC, geyser, and all electrical points are to be switched off while leaving the rooms.
- If the guests, during their stay, damage any content then the management, after examining the nature of damage, may impose a penalty to the visitor or the host (who made the booking), for replacing the content before settling the bill.
- Dry kitchen arrangement can only be allowed as of now.
- For the safety of all concerned, use of heater is strictly prohibited.
- No food can be cooked or bills can be produced by the Guest house for food as of now.
- Food can be served to the guests by bringing the same from renowned outlets or IACS Canteen against proper bill which can be forwarded to the host / guest for reimbursement / payment purpose.

● **Cancellation Policy:**

1. Cancellation within 7 days prior to the date of arrival of the Guest : Rs. 200/- (Rs. Two Hundred only) per day, per room may be deducted as cancellation charge.

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जादवपुर, कोलकाता - 700032



Indian Association for the Cultivation of Science  
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2. Cancellation within 72 hours prior to the date of arrival of the guest Rs. 300/- (Rupees Three hundred only) per day, per room may be deducted as cancellation charge.
3. Cancellation within 24 hours prior to the date of arrival of the guest Rs. 500/- (Rupees five hundred only) per day, per room may be deducted as cancellation charge.
4. No refund of the booking amount will be made in case the occupant does not occupy as per scheduled booking, without prior notice to the staff in-charge of the IACS Guest House Booking

This issues with the approval of the competent authority.

*Sarbani Saha*  
(Sarbani Saha)  
Registrar

Copy to : 1. Director; 2. All Deans; 3. All the School chairs; 4. Registrar; 5. webmaster for updation in IACS website