



गणितीय विज्ञान संस्थान  
**THE INSTITUTE OF MATHEMATICAL SCIENCES**  
(परमाणु ऊर्जा विभाग, भारत सरकार का एक स्वायत्त संस्थान)  
(An Autonomous Institution under Dept. of Atomic Energy, Govt of India)  
**C.I.T. CAMPUS, THARAMANI, CHENNAI - 600 113**

**Guest House Requisition Form**

**for the use of Officers / Staff members of DAE, its Units/PSUs/AIs**

**(The duly filled in form required to be sent only as an attachment to [guesthouse@imsc.res.in](mailto:guesthouse@imsc.res.in))**

**To be submitted atleast 15 days in advance of stay and the guest will be allotted accommodation only on submission of hard copy of email confirmation received from the Guest House Office.**

**Address of the Guest House :** Guest House – Cum- Students Hostel Complex

The Institute of Mathematical Sciences

IV Cross road, CIT Campus, Taramani, Chennai 600 113

Ph : 044-22543340 (Guest House Office - only on working days including Saturday & only in case of emergency)

044-22543125 (Guest House Security - available round the clock but to contact only in case of emergency)

Fax No. 044-22541586

Date : / /

To **The Administrative Officer, IMSc, Chennai.**

Name Ms. / Smt. / Shri / Dr. / Prof. of the guest.		Employee Code No. / IC No.	Designation / Position & official email id	Section / Division / Unit
(the retirees from DAE Units/PSUs/AIs may furnish the details held by them prior to retirement with personal email id)				
Duration of Guest House required		No of family members accompanying, if any.		Purpose of Visit Official / Personal
From (with probable time of arrival)	To (with probable time of departure)			

**Note :** 1) The stay as part of LTC is treated as Personal.

2) The lodging charges as admissible w.e.f. 1.4.19 & other terms and conditions are given in IMSc Office Order no. 1385 dated 29.3.19 copy of which is given on overleaf of this form.

3) The duly filled in forms need to be recommended / forwarded by Administrative Head / his (or) her representative of the Unit concerned with rubber stamp with Name & signature.

4) The retirees from the DAE Units/PSUs/AIs may send their requests directly by signing below & all such requests will be treated as personal.

5) The guests are expected to buy pre-paid food card from Guest House office during office hours in case they plan to use canteen facilities of IMSc during their stay. If they arrive beyond office hours / holidays they may as a temporary measure buy food tokens from Guest House Security gate.

6) The blank form for booking of Guest house is available under "Useful Information" page of IMSc website [www.imsc.res.in](http://www.imsc.res.in).

Name & Signature of the Head of the Unit :

his (or) her representative

Designation :

Email id :

Contact Nos :

Fax No. :

**Sub : Revision of lodging charges on IMSc Guest House w.e.f 1<sup>st</sup> April 2019 – reg.**

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<b>Type of accommodation</b>	<b>DAE Officials on duty (the stay is treated as official only on receipt of advance recommendation / approval by competent authority of respective unit) [per room]</b>	<b>DAE Officials/Visitors on pvt stay / their family members / other central / state Officials (per room per day)</b>	<b>Official / pvt visits of DAE PSU Officials and their family members (per room per day)</b>
<b>(1)</b>	<b>(2)</b>	<b>(3)</b>	<b>(4)</b>
<b>AC Room</b>	<b>650/-</b>	<b>2000/-</b>	<b>2000/-</b>

- ◆ The children of 18 years and above will be treated as an adult for calculating the room rent and additional room charges as applicable will be levied.
- ◆ The day is calculated based on check in check out timings of 24 hours. However a grace period of ONE hour is considered for calculation of 2<sup>nd</sup> day.
- ◆ Only those Guests who stay in IMSc Guest House coming under “DAE Officials on Duty” are permitted for transit day stay of up to 3 hours without room rent if such requirement is necessary which is to be confirmed through documents. The allotment of accommodation on official basis to DAE Officials is restricted to the period of official visit as approved and conveyed in writing well in advance by the competent authority of the Unit / PSUs / Aided Institutes at which the guest is employed.
- ◆ Patients and their one escort of DAE Units / PSUs / Aided Institutes referred for medical treatment under CHSS shall be charged as per rates @ Rs. 650/- (on par with DAE Officials on duty) per room per day on submission of copy of CHSS referral letter & copy of valid CHSS Card. However, allotment on medical grounds is restricted only up to 3 days and beyond the above will be treated as private visit.
- ◆ Any request received for booking of accommodation directly from the individual either under category of DAE Official (or) Medical reasons will be treated as purely personal and necessary private room rent will be charged accordingly.
- ◆ For the benefit of those guests who desire to leave in the evening (beyond the grace period) they have an option to vacate the room in the morning by keeping their luggage in the luggage room. The key of luggage room is available with the Project Assistant (HK), IMSc, Guest House.

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