

## Guidelines for stay in Indicus Trainees Hostel / Muttukadu Hostel

- Allotment of rooms in the Trainees hostel shall be on first come first serve and sharing basis.
- ICAR/DARE officials coming on official visit will be given priority for room allotment.
- Submission of a copy of a valid identity card is a must for all the guests seeking accommodation in the Trainees hostel, to ascertain their identity.
- Check out time is 24 hours and day charge will be applicable as per ICAR guidelines.
- Allotment can be treated as cancelled/shifted in case it is required for VIP use/ exigency.
- All the Executive rooms will be booked on sharing basis unless asked specifically for single occupancy.
- The room rent charges shall be applicable as per the employment status of the guest staying in the Trainees hostel and not as per the status of the officer who has booked the accommodation, e.g. if any ICAR employee is booking an accommodation for a private person, charges will be as applicable to "private visitor" and not "ICAR charges". This will be decided by the ID card produced at the reception counter during entry.
- Dependent family members of ICAR/DARE employees (spouse and children) can be treated within the category of ICAR employees (personal visit) for the purpose of charging tariff. The dependent family member has to furnish the copy of the Identity Card of the ICAR official, she/ he is related to. This facility will not be available for Non-ICAR employees, they will be charged as per their actual category, as detailed earlier.
- Children above 5 years will be charged full rate.
- VIP guests of the Ministers of Agriculture (Union as well the State) and the Director General, ICAR will be charged as per ICAR official Category rates, only when a written request (fax/email) is received from their respective offices, or else they will be charged as per their actual category, as detailed at point no. 6.
- Maximum continuous stay in the Trainees hostel would be for a period of **4 days** subject to availability. This can be reviewed on case to case basis by the authority, ICAR-CIBA
- To avoid inconvenience, request for allotment of accommodation should be sent well in advance or at least 4 working days in advance on the prescribed application format through fax or email.
- Liquor /smoking are strictly prohibited in the Trainees hostel premises.
- Pets are prohibited in the Trainees hostel.
- An inventory of articles for use in the rooms is available in each room. The guests are requested to check these items at the time of occupying the room. The responsibility for any missing item will, thereafter, rest with the guests. The Institute shall not be responsible for any loss or damage to personal or the properties of any occupant during his/her stay in the Trainees hostel.
- The guests are responsible for proper use and upkeep of the materials/fixtures provided in the rooms as also in the Trainees hostel. They shall be liable to pay charges for any loss or damage caused by them during their stay.
- The guest is expected to maintain harmony and good behaviour during his/her stay failing which allotment will be cancelled.

### To contain the spread of novel Coronavirus (COVID-19)

- **All guests to follow:** Wearing of masks, physical distancing, hand hygiene and strict adherence to SOPs issued by MoHFW. RT-PCR negative results or vaccination certificate to be produced, if demanded.

**Application Form for Allotment of Accommodation  
ICAR-Central Institute of Brackishwater Aquaculture**

Please tick (✓)  Indicus Hostel Main Campus  Muttukadu Farmer's  
Facilitation Centre Accommodation

Name				
Designation				
Full Official address (if employed) or Full Residential address				
Contact Details	Mobile No.	Office Phone No.	Email ID	
Purpose of visit (please tick)	<b>Official</b>		<b>Private</b>	
Description of visit				
Category ( please tick)	<b>ICAR/SAU</b> Serving or retired	<b>Serving</b> Central/State Govt./ Autonomous/PSUs	<b>Private</b> Visitor	<b>Foreigner</b> SAARC / Others
Duration of Stay	Check-in Date :		Check-out Date :	
	Check-in Time :		Check-out Time :	
Accommodation requested (CIBA Main Campus) – (Please tick)	<b>Executive Rooms</b>			
	Single occupancy	Double Bed sharing	Triple bed sharing	Seven bed sharing
Total No. of persons (Above 5 years age)				
Dated :	Signature :			

**To**

**The Director**

Central Institute of Brackishwater Aquaculture 75,  
Santhome High Road, Chennai-6000 28  
Ph. No: 044-24618817, 24616948, 24610565, Ext: 700 ;  
Fax: 044-24610311 ; Email: [director.ciba@icar.gov.in](mailto:director.ciba@icar.gov.in)

**For Official Use Only**

Recommended for Double Bed Room (s) / VIP suite From _____ To _____ for _____ Persons. <b>Available / Not available</b>  <b>Room No.</b>	          <p align="center"><b>OIC, Trainees Hostel</b></p>	          <p align="center"><b>Authorised Signatory</b></p>
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