

F. No. 44011/CSU-G.House/Admn/2023-24/3255
CENTRAL SANSKRIT UNIVERSITY
(Accredited with A++ Grade by NAAC)
Janakpuri, New Delhi- 110058


दिनांक : 04.11.2024

NOTIFICATION/ अधिसूचना

It is notified for information of all concerned that the Competent Authority of Central Sanskrit University, Delhi has approved the Consolidated Guidelines along with Tariff Rates for Guest House Accommodation of Central Sanskrit University, Delhi located at D1/63, 1st Floor, Janakpuri, Delhi.

A copy of the Consolidated Guidelines, Tariff Rates and Do's & Don't's is annexed herewith for necessary information, action and compliance.

Enclosure: as above.


[प्रो. रा. गा. मुरली कृष्ण] / [Prof. R. G. Murali Krishna]
कुलसचिव प्रभारी / Registrar In-charge

प्रतिलिपि: सूचनार्थ एवं आवश्यक कार्यार्थ

Copy:- for information and necessary action to:-

1. PS to V.C. for information of Hon'ble V.C., CSU, Delhi
2. PA to Registrar, CSU, Delhi
3. All Dean of Schools and HoDs, CSU, Delhi
4. Dean (Student Welfare), CSU, Delhi
5. Dean (Academic Affairs), CSU, Delhi
6. All the Campus Directors, Central Sanskrit University, Delhi
7. Finance Officer, CSU, Delhi
8. Controller of Examination, CSU, Delhi
9. Librarian, CSU, Delhi
10. Director (MSP), CSU, Delhi
11. Director (Central Schemes), CSU, Delhi
12. Director (Publication & Sales), CSU, Delhi
13. Deputy Director (Administration), CSU, Delhi
14. Deputy Director (Finance), CSU, Delhi
15. Deputy Director (Academics), CSU, Delhi
16. Deputy Controller (Examination), CSU, Delhi
17. All Sections/ Department Heads of CSU, Delhi
18. Project Officer, CSU, Delhi for uploading on CSU Website
19. Guard File

[Registrar In-charge]

CENTRAL SANSKRIT UNIVERSITY

GUEST HOUSE

D-1/63, First Floor, Janakpuri, Delhi-110058

GUIDELINES FOR GUESTHOUSE ACCOMMODATION

The Guest Houses (GH) provide beddings (bed sheet, pillow, sheet, pillow-cover, blanket, mattress etc.). 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 guests are responsible for proper use and upkeep of the materials/fixtures provided in the rooms as also in the guest house. They shall be liable to pay charges for any loss or damage caused in the Guest House during their stay.

1. Duration of stay

Ordinarily a person will be allowed to stay for **two days**. However, under special circumstances (s), he/she may be permitted to stay for a maximum period of five days depending upon the availability of rooms and/ or purpose and nature of his/her stay. Extension of booking will not be automatic. However, it may be considered subject to availability of accommodation and on the request of the University/ Centre/ Department/ Section/Campus.

2. Booking

The University Guests, Teaching and Non- Teaching staff members should observe the following terms and conditions for accommodation in guesthouse:-

2.1 Reservation of Accommodation under different categories is given in the table shown below. Prior Permission for reservation is required from the following authority:-

Category of Guest*	Eligibility	Authority	Payment Mode
A	Guest invited by CSU, Delhi for academic/administrative work.	The Registrar	-NA-
B	CSU Employees	-do-	By the individual guest before checking out.
C	Alumni of CSU/ Relatives of CSU Employees	-do-	- In case of relatives of CSU Employees, charges to be paid by individual guest or by the person making the booking.
D	- Guest/Individual visiting CSU in connection with scheme, project/consultancy /short term courses, workshop, seminar & conferences etc. - Guest not covered under above categories	-do-	- In other cases, by the individuals only.

*The allotment of rooms shall be strictly in order of preferences mentioned above.

For 'C' & 'D' Category of Guests, bookings will be made only after the payment of room tariff in advance, subject to the availability of rooms.

2.2 **Mode of Booking:-** Guest may enquire/ book rooms only through official e-mail id of Guest House (guesthouse@csu.co.in)

2.3 Students/ Research Scholars will not be accommodated in the Guest House.

- 2.4 Newly appointed employees (Teaching & Non-Teaching) and Employees (Teaching & Non-Teaching) on their transfer to HQ Office at Delhi may be provided accommodation for a maximum period of seven days. The extension of the facility is subject to prior approval of Registrar.
- 2.5 Booking of rooms for 'B', 'C' & 'D' category of Guests should be made 15 days in advance and finally confirmed 5 days prior to the date of arrival of the guest, on appropriate booking /reservation form.
- 2.6 Get-together of University Faculty members/ Non-Teaching Staff member(s) can be hosted with one-month prior notice and signed from the concerned Head of the Department/ Centre/ Section/Campus. For such parties, the complete room tariff needs to be paid in for the program. The food charges will be at actuals.
- 2.7 Private/Political functions are not permitted in the Guest House.
- 2.8 In case of guest/ visitors holding foreign passport, the referring person making the booking is also required to submit a copy of his/her ID Proof. Guests/ Visitors holding foreign passport are required to pay the charges strictly through their individual Credit Card Only (No Cash/ UPI Payment will be accepted from foreign guests). The responsibility for the formalities regarding the foreign guests lies with the requisitioner.
- 2.9 The management of guest house may at its discretion, cancel a booking or offer alternate accommodation.

3. **Tariff:** The Tariff Plan for the CSU Guest House is as under:-

Category of Guest	Eligibility	Single Occupancy Rates (in Rs.)	Double Occupancy Rates (in Rs.)
A	Guest invited by CSU, Delhi for academic/administrative work.	NA	NA
B	CSU Employees	500/-	700/-
C	Alumni of CSU/ Relatives of CSU Employees	1000/-	1500/-
D	- Guest/Individual visiting CSU in connection with scheme, project/consultancy /short term courses, workshop, seminar & conferences etc. - Guest not covered under above categories	1500/-	2000/-

4. **Payments**

- 4.1 Bills must be cleared during office hours i.e. 09.30 a.m. to 06.00 p.m. on working days. In case, a guest need to leave on a Saturday/ Sunday or holiday, the payments should be made a day earlier.
- 4.2 Payments shall be against the official receipt and before the guest leaves the guest- house.
- 4.3 Payment is accepted only by Cash/ UPI/Bank Transfer/Credit/Debit cards.

The Vice-Chancellor may exempt any person from payment of lodging and/or boarding charges and may declare any person as a University (Category -A) Guest.

5. **Check-In/Check Out**

- 5.1. Check-in Time: **After 12:00 Noon**
- 5.2. Check out Time: **Before 11:00 a.m.**
- 5.3. The request for early check-in (in case of 'B', 'C' & 'D' Category of Guests) will be considered maximum up-to 04-hours (i.e. 08:00 a.m. to 12:00 Noon) before the Check-in Time. In case of early check-in by the Guest, (i.e. before 08:00 a.m.), full room tariff charges shall be charged. However, early check-in of room will be subject to availability and occupancy of room at that time.
- 5.4. Fraction of day will be counted as full day.
- 5.5. All guests will be required to inform the reception in advance about their unscheduled departure to avoid delay in settlement during departure.
- 5.6. For any other charges, such as Breakfast/Lunch/Dinner/ Evening Tea or additional food or bottled water, guest must settle the bill at reception before checking out.
- 5.7. All guests should cooperate and be punctual about the check-out time to facilitate the room cleaning and preparation for the subsequent guests.

6. Cancellation Of Booking

The concerned person/ section/ department/ center/ campuses should inform the In-charge of the Guest House preferably through e-mail/ writing, as early as possible, about the cancellation of the bookings. However, the University reserves the right to cancel or refuse accommodation if it feels that the stay of such person(s) is not desirable in the interest of the University.

6.1. The following amount will be deducted on account of administrative charges on cancellation of booking:

Booking cancelled 10 days earlier	Rs. 200 or 10% of room tariff, whichever is lower
Booking cancelled before 7 days	Rs. 200 or 10% of room tariff, whichever is higher
Booking cancelled before 48 hours*	50% of the entire booking amount
Within 48 hours	Entire Booking Amount

*The counting of 48 hours is with respect to 12:00 Noon of the booking date.

7. Service Schedule:

- All rooms are fitted with air conditioners and provided with lockers.
- Every room is also provided with complementary tea, coffee, milk, and sugar sachets along with an electric kettle, cups and cutlery. Guests can ask for a water refill from the attendants. The Service schedule is as follows:-

Bed coffee/tea	6.30 am to 7.30 am
Breakfast	8.30 am to 10:00 am
Lunch	1.00 pm to 2.00 pm
Evening tea	5.00 pm to 6.00 pm
Dinner	8.00 pm to 9.00 pm

- Breakfast, Lunch & Dinner Facility are also available through the Guest House Kitchen, if required, on prior request. The guest(s) shall place order for lunch/dinner to the Guest House Cook 3-hours well in advance. Last minute request will not be encouraged.
- The Cook has to be intimated before 2-hours of the serving time if you would like to cancel your order. Otherwise, full payment has to be made for the ordered items.
- All meals will be served in the common room area.
- Alcoholic Drinks and Non-Vegetarian Food are strictly prohibited in the individual Rooms/ Common Area of the Guest House. If any guest is found in the state of intoxication, his booking shall immediately be cancelled for the remaining period and a penal rent (per day) of 1.5 times of the room tariff shall also be levied.
- Outside food (only vegetarian) is allowed in the rooms.

8. General Rules

- 8.1 Accommodation shall not be claimed as a matter of right.
- 8.2 Guests will not be allowed to keep additional persons in their rooms, without the prior approval of the Guest House In-charge.
- 8.3 Visitor(s) coming to see the guest staying in the CSU Guest House shall have to make entries along-with a copy of their ID Proof in the register available with the Guest House keeper.
- 8.4 Not more than two persons will be allowed in each double bed-room.
- 8.5 Booking is not permitted for guests undergoing medical treatment/ advice who are suffering from communicable disease or are bed ridden or are post-delivery case.
- 8.6 The kitchen of the Guest House will be closed at 10.00 pm.
- 8.7 For the Category 'A' & 'C' of the Guest, all bookings are to be made through the University/Departments/Section/Centers/Campus/Teaching/ Non-Teaching staff of the University.
- 8.8 Guests leaving rooms shall leave the room key with the front office for cleaning and other maintenance works. However, the university shall not be responsible for any loss or damage of the belongings of the occupant during his/her stay in the Guest House.

- 8.9 Detailed Rules & Regulations/Do's & Don'ts are available with the Guest-House-Keeper.
- 8.10 In case of emergency due to heavy booking, a single occupant of the room may be asked to share the accommodation with another guest. The accommodation in the Guest House shall be provided to the people in the order of preference in which they are shown in the table above.
- 8.11 Suggestions/complaints, if any, may be made in the Suggestion Register, kept in with the guest housekeeper.

CENTRAL SANSKRIT UNIVERSITY

GUEST HOUSE

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Some Do's and Don't's

Do's

- All guests must sign the Guest Occupancy Register kept with the Guest-House- Keeper before check-in and check-out.
- The Guest House closes at 10 PM. Those staying out for the night or coming late should inform the Guest-House-Keeper/Security Guard in advance to avoid any inconvenience. The contact number is available with the Guest-House-Keeper.
- The University authorities are not responsible for loss of valuable items kept in the rooms.
- The occupants shall have to maintain peace and tranquility in the Guest House complex.
- Any damage or loss to the Guest Houses will be subject to a fine which would be paid by the Requisitioner.
- The tariff is subject to change at any time without notice.
- Visitor for guests residing in Guest House is allowed from 10.00 a.m. to 10.00 p.m. only.
- All visitors coming to see a guest staying in the guest house shall have to make entries in the register available with the security guard.
- Food/meals/tea/coffee/cold drinks, are served only in the dining hall.
- The guests are requested to switch off the lights, Acs and fans, close windows and lock their rooms when they go out.
- Guests are advised to conserve water and energy to avoid wasteful usage and also requested to place the trash in designated bins.
- Guest must be in proper dress while going out from room in the common area of Guest House.
- Cleanliness has to be maintained in and around the Guest House. Dust bins are placed in appropriate places for disposal of refuses.
- There is always room for improvement. Suggestions/complaints, if any, may be put in the suggestion box or should be mentioned in the Register under Feedback column.
- The Guest House is meant for you. Please help us keep it clean.
- The responsibility for the formalities regarding the foreign guests lies with the requisitioner.

Don't's

- Consumption of alcoholic drinks and smoking, non-vegetarian food in the Guest House are strictly prohibited.
- Pets/Dogs/Cats etc. are not allowed in the Guest House.
- Damaging of property or defacing any notice/poster/walls etc. of the Guest Houses is illegal.
- Self-Cooking by guests is not allowed in the rooms.
- Drying of clothes on the verandah or balcony or any areas other than those specified for the purpose, shall not be allowed.

- Please do not pay tips to the staff.
- Persons staying in the Guest House are not entitled to bring in unauthorized guest(s) to stay with them in the Guest House.
- No Guest shall disturb the Guests in other Guest Rooms and not speak in such loud voice which may cause inconvenience to others.
- Male visitors/ guests are not allowed in the rooms occupied by female guests and vice-versa.
- Guest should indulge in any kind of quarrel or argument with the Guest House Caretaker of University Guest Staff.

Notwithstanding any provision in the aforesaid rules, terms and conditions, the management of the CSU, Delhi Guest House reserve the right to refuse booking or cancel the accommodation in the Guest House, at any stage, without assigning any reason.

CSU, Delhi Guest House

Food menu, and tariff at Central Sanskrit University, Delhi Guest House

Breakfast : Aloo Paratha (02 pcs.)/Poha/Upma/ Cornflakes /Bread-Butter (02) [any two]
including Tea/Coffee

Lunch : Tawa Roti (02 pcs.), Dal, Seasonal Vegetable/Paneer, White Rice, Curd, Pickle,
Seasonal Salad

Dinner : Tawa Roti (02 pcs.), Seasonal Vegetable/Paneer, Dal, White Rice, Curd, Pickle,
Seasonal Salad

RATE CHART

Type of Meal	Rate (in Rs.)
Breakfast	150
Lunch	180
Dinner	180

A-la-carte Menu Rate Chart (for additional items)

S. No	Menu	Quantity	Rate (in Rs.)
01	Tea	1 cup	20
02	Green Tea	1 cup	30
03	Coffee	1 cup	25
04	Milk	1 glass	30
05	Curd	1 bowl	30
06	Aloo Paratha	1 pc	25
07	Poha/Upma	1 bowl	30
08	Rice	1 bowl	40
08	Roti	1 pc	15
09	Dal	1 bowl	35
10	Paneer	1 bowl	40
11	Seasonal Veg	1 bowl	40
12	Cornflakes with milk	1 bowl	40
13	Bread	1 pc	5
14	Water Bottle	-	MRP