

**GENERAL TERMS AND CONDITIONS FOR RESERVATION ENTITLEMENT AND RATES AS
RCOMENTED BY THE BORD AND ACCEPTED BY THE DIRECTOR FOR THE GUEST HOUSE OF THE**

GUJARAT DAMAN & DIU GDC SURVEY OF INDIA GANDHINGAR

1. Normally No Person will be allowed to stay in GH for more **than 5 days**.
2. Application will be entertained **at least 4 to 5 days before** of booking date.
3. Normally two people with two children will be allowed to stay in a suite or room expect for triple bed room.
4. Reservation in guest house will not be done for officers posted in the same station for self. However Officers / Employees coming on transfer / posting reservation in Guest House will be allowed, if applied **through proper channel before 4 to 5 days**.
5. Narmada & Sabarmati VIP suits of the GH will be allotted to the **officer of the pay Level 13 and above**.
6. Cleaning & Other services charges **@ Rs. 80/- per day per Room** will be charged separately.
7. In triple bed room only double bed charges will be charged in case of single or double occupancy, but in triple occupancy Rs. 100/- extra & cleaning charges @40/- per extra bed will be charged.
8. Liquor/smoking is strictly prohibited in the room of GH.
9. Check out will be in 10AM.
10. Normally **Check in allowed at 11:00 hrs. and Check out will be allowed at 10:00hrs**, else it will be allowed with special permission of competent authority.
11. The priority criteria for reservation will be as below:
 - (i) S O I Officer on government Duty
 - (ii) S O I Officer on Leave / Private tour / retired S O I employee / Guest or Family of SOI Employee.
 - (iii) Central Govt. Officers on duty / on leave / Retired person / Family / Guest (Other than Survey of India)/PSU Officers/ State Govt. Officer.
 - (iv) Otherpersons.
12. All the bills should be cleared before vacating the Guest House. **Payment receipt will be provided after 02 working days of payment, otherwise will be sent to the guest through Email if the Email ID is provided.** Any damage to the property of the Guest room will be borne by the Guest. **Photo ID must be enclosed with application for booking of room.** Original will be verified during check in time. One of the following documents is required for ID. Please bring a printed copy of application/ Email.
 - (i) Govt. Identity card
 - (ii) AadhaarCard
 - (iii) Voter ID
 - (iv) Pan Card
 - (v) Driving License
 - (vi) Passport
13. Allotment of Rooms in GH will be the sole discretion of the director, GD&D GDC and his decision will be final.
14. The following rate will be applicable w.e.f. 01 – 04 – 2023.
15. Suggestion/ Complain book is available with the Care-Taker in the Guest House.P
16. Rates for the room of Guest House will be as follows.

| Sl | Category | A/c Room No. 1 to 4 | VIP Narmada & Sabarmati |
|----|---|---------------------|-------------------------|
| 1 | For S O I / D S T Officers / Employee serving / Retired person and their family / Guest | Rs. 200 | Rs. 350 |
| 2 | Central Government Officers / Employee on duty / on leave / Retired Person and their Family & Guest (Other than Survey of India), PSU / State Govt. Officer (Serving / Retired) | Rs. 600 | Rs. 1,050 |
| 3 | Otherpersons. | Rs. 1,000 | Rs. 1,750 |

Nirav
(NIRAV TRIVEDI) R. K.
Member

Bjh
20.3.23
(J. K. SINGH), O.S.
Member/ Secretary

A. K. CHHAJED
27.3.23
(A. K. CHHAJED), O.S.
Member

Mahavir
27.3.23
(MAHAVIR PRASAD MEENA), D.S.S.
Chairman

[Signature]
21/3/2023
Director
GD&DGDC