



**JAWAHARLAL INSTITUTE OF POSTGRADUATE MEDICAL EDUCATION AND RESEARCH PUDUCHERRY- 605 006.**  
**An Institution of National Importance**  
**(Under Ministry of Health & Family Welfare, Government of India)**

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**RULES AND REGULATIONS FOR THE ALLOTMENT OF GUEST HOUSES**

1. JIPMER Guest House is primarily for the use of Officers from Ministry/Directorate and other JIPMER official guests. If any rooms are available after the above purpose it will be considered for the others as prescribed in this document.

2. Officers from other Ministry and other Departments of Govt. of India will also be accommodated if any vacancy exists. State Govt. Officials including Union Territory of Pondicherry and Pondicherry University Officials will also be accommodated under the express permission of the Director. All the examiners coming to JIPMER for the purpose of conducting the University Examinations and participants Participants of work-shops, seminars etc., may be treated as official guests.

3. The applications of staff and students will be considered on staff rent basis only after the allotments to official guests of JIPMER.

4. The allotment of Guest Houses is done by the Manager-cum-Superintendent or Officer-in-Charge in consultation and with the approval of Head of the office and Director, JIPMER as per the guidelines defined in this document. Any exemptions to the rules and regulations require the approval of the Director, JIPMER.

5. An applicant will submit a written request to the Office of Superintendent-cum-Manager or Officer-in-charge well in advance, not less than 48 hours before the scheduled function. The booking is done at the office of the Community Hall / Guest House office itself on all working days.

6. The allotments in Guest house are strictly made on the order of application date, first come first served. Guests of JIPMER are given preference over other requisitions.

7. The Guest House will be rented to an applicant to a maximum period of only THREE days at one time. Beyond that it will be allowed at the discretion of the Director, JIPMER. Permission to occupy the Guest House is extended only to officers and his wife and children, subject to the availability of rooms.

8. Parents of Students may also be permitted to stay in the Guest House by the Director at his discretion on condition that they have to vacate the room in the event of sudden arrival of any guest of the Institute or other Central Govt. Officials. No Officer or no official shall occupy the Guest House room for more than one week without the previous sanction of the Director, JIPMER.

9. As soon as the Guest occupies the guest house, he/she is required to fill in and sign the Register giving the particulars of his/her stay, family members etc. Full rent is charged whether the stay may be for half-a-day or full day.

10. Only lodging facilities are available in the Guest House and Guests are not allowed to cook in the Guest House. No facilities other than those existing in the Guest House can be claimed as a matter of right.

11. During the period of stay, the occupants will be held responsible for the safe custody of all fittings, furniture, and other articles kept in the room occupied by them. The Institute authorities are not responsible for the loss of any valuables kept in the room.

12. Occupants / applicants of the rooms are solely responsible for the damage of Guest House property. Replacement of the same should be made or cost of the same should be paid before vacating the room or the charges with penalty will be imposed by the Director, JIPMER and will be recovered / collected from the applicant.

13. The payment of hiring charges should be made by the applicant before 3 days in JIPMER cash section. After, payment of hiring charges only the allotment order will be issued to the applicant.

14. The Director, JIPMER reserves the right to refuse accommodation to any person without assigning any reasons.

15. In the case of officials who visit to JIPMER along with their family members like wife, children, Mother, Father etc. on official visit, official rate for one room and additional room will be charged at private rate.

16. Accommodation will be provided in the Guest House for those who join duty at JIPMER for a short period i.e. not more than two weeks at the official rate and any stay beyond the stipulated period of two weeks, the rent on staff rent basis will be charged.

17. In the case of officials who joined JIPMER or other existing officials who prefer Guest House accommodation for his or his family members, only private rate will be charged for additional rooms.

18. Only one room/suite would be booked for a person/family by staff/student. In exceptional cases additional rooms can be considered for booking taking into consideration the availability of room. For additional rooms rent will be charged on private rent basis.

19. The booking will be cancelled if the Guest does not occupy the room within 24 hours, unless there is a specific intimation not to cancel the room for reasons beyond their control. The hiring charges paid by the applicant will not be refunded. The charges will be refunded only at the specific directions of the Director in rare cases on reasonable grounds.

20. Maximum 2 adults and 2 children can accommodate in one double room.

21. The retired JIPMER Employees will be charged on staff rent basis for self occupation only.

22. No unauthorized person(s) will be allowed to stay with the guest in the guest house after 10.00 P.M.

23. No alcoholic drinks / smoking would be permitted in the Guest House Premises.

24. The acts and deeds prohibited by Government of India and Government of Puducherry are strictly be adhered to by the Guests. If any Violations they are only responsible and the occupants and the applicants will be punished as per law by the competent authority. There is no immunity in this guest house.

25. No pets would be permitted in Guest House.

26. Rent free accommodation will be provided to Examiners, Visiting Professors and other JIPMER Guests. The decision in this regard lies in the Director, JIPMER.

27. The JIPMER authorities are not responsible for short supply of water and electricity. It is also not responsible for any type of defective services.

28 The definition of the day shall be up to 24 hours and it will be counted from the time of reporting/occupation/allotment.

29. The decision of the Director on all matters will be final.

**STATEMENT OF REVISED RENTAL CHARGES FOR GUEST ROOM W.E.F.1.04.12**  
**CHARGES (PER DAY)**

Sl.No	Type of the Room	Type of Allotment	Old Guest House	New Guest
1	<b>Suite</b>	Staff Rent	2000/-	3000/-
		Official Rent	500/-	750/-
2	<b>AC Rooms</b>	Staff Rent	750/-	1000/-
		Official Rent	300/-	400/-
3	<b>Dormitory</b>	Staff Rent	NA	1200/-
		Official Rent	NA	300/-

**Explanation:-** Rent free accommodation, Official and Private rent basis is as recommended and approved by the Director, JIPMER.

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Booking/Reservation through the email :- [guesthouse@jipmer.edu.in](mailto:guesthouse@jipmer.edu.in)

Grams: "JIPMER"  
Telex : 0469-244-JIP IN



Phone: 0413-2296582  
0413-2297461

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**APPLICATION FOR ALLOTMENT OF ROOMS IN JIPMER GUEST HOUSE**

Date:

1. Name of the applicant (in Block letters) :
2. Designation :
3. Department :
4. Contact Phone Nos. : Res/Mobile Office:
5. Name of the occupant (Guest) with full address :
  
6. Relationship with the applicant :
7. Purpose of visit :  
If official copy of the tour dairy/order
8. Date & Time of Occupation :
9. Date & Time of Vacation :
10. Number of rooms required :
11. Whether A/C or Suite/ Dormitory :

SIGNATURE OF THE APPLICANT

**Under taking**

I AM DR/SRI/SMT .....WORKING AS A

..... IN THE DEPT OF

....., JIPMER, PUDUCHERRY-6 HEREBY UNDERTAKE THAT:

1. I have read all the terms and condition of guest house and I abide them.
2. I may be allotted the rooms subject to availability only.

Room No. ....

may please be allotted for Official/ Staff Rent basis

SIGNATURE OF THE  
APPLICANT

OFFICE IN CHARGE