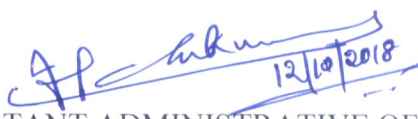


FARMER'S REST ROOM
ICAR-ATARI, ZONE-V, BHUMI VIHAR COMPLEX,
BLOCK-GB, SECTOR-III, KOLKATA- 700097

E-mail: atarikolkata@gmail.com; Telefax: 033-23352355

IMPORTANT INSTRUCTION FOR ALLOTMENT OF ROOM AT FARMER'S REST ROOM

1. Allotment of room in the Farmer's Rest Room shall be on first-come-first-serve basic. However, preference will be given for ICAR/SAU Officers coming on Official visit.
2. It is mandatory for guests to present valid photo identification at the time of check-in. According to government regulations, a valid **Photo ID** has to be carried by every person above the age of 18 staying at the Farmer's Rest Room. The identification proofs accepted are **Office ID Card, Driving Licence, Voter ID Card and Passport. Without valid ID the guest will not be allowed to check-in.**
3. PAN Card is not accepted as a valid ID Card.
4. Requirement of an extra mattress will be treated as a third occupancy.
5. Generally, allotment of rooms shall not be made for marriage and personal functions.
6. Allotment can be treated as cancelled/ shifted, in case it is required for departmental or VIP use.
7. The room rent charges shall be applicable as per the status of the guest staying in the Farmer's Rest Room and not as per the status who have booked the accommodation e.g. if an ICAR employee is booking an accommodation for a private person, charges will be as applicable to **"Private Visitor"** and not "ICAR charges".
8. Generally, not more than 10/12 beds will be booked for any Meeting/Seminar/Conference at one time in Farmer's Rest Room.
9. Maximum continuous stay in the Farmer's Rest Room would be for a period of 7 (seven) days subject to availability.
10. To avoid inconvenience, request for allotment of accommodation should be sent well in advance or **at least two days** in advance only on the prescribed application format either through **FAX 033-23352355** or through e-mail **atarikolkata@gmail.com**. No **verbal/telephonic** request will be entertained.
11. Confirmation of accommodation can be required from the incharge of Farmer's Rest Room on any working days between 10:30 AM to 5:30 PM on telephone **No. 033-23352355** after one working day from the time of sending the request.
12. Liquor/smoking is strictly prohibited in the Farmer's Rest Room.
13. Pets are not allowed in the Farmer's Rest Room.
14. The Farmer's Rest Room rent charges are on existing pattern i.e. if a single bed (3' x 6') is arranged in one room, the charges shall be on per room per person per day basis. If two or more beds are arranged in one room, the charges shall be for single bed per person per day.
15. Guests shall be liable for any damage, except normal wear and tear to Farmer's Rest Room asset. Guest shall keep the Farmer's Rest Room in a good condition and maintain cleanliness.


ASSISTANT ADMINISTRATIVE OFFICER
ICAR-ATARI, ZONE- V
KOLKATA- 700097

Asstt. Administrative Officer
ICAR-Agricultural Technology Application Research Institute
Indian Council of Agricultural Research
Bhumi Vihar Complex, Block-GB, Sector-III
Salt Lake City, Kolkata-700097 (W.B.)

ICAR-Agricultural Technology Application Research Institute Kolkata

BHUMI VIHAR COMPLEX, BLOCK-GB, SECTOR-III, KOLKATA- 700097

E-mail: atarikolkata@gmail.com; Telefax: 033-23352355

Website: www.atarikolkata.org

CHARGES OF FARMER'S REST ROOM

| Sl. No. | Category | AC Room | Non-AC Room |
|---------|----------------------------------------------------------------------------------------------|------------|-------------|
| 1 | Serving and retired officers of NARS (ICAR/SAUs) on private visit | Rs. 100/- | Rs. 50/- |
| 2 | Serving and retired officers of NARS (ICAR/SAUs) on official visit | Rs. 250/- | Rs. 150/- |
| 3 | Serving officers of Central Govt./State Govt./Autonomous Organization/PSUs on official visit | Rs. 300/- | Rs. 200/- |
| 4 | Private visitors i.e. other than ICAR, SAUs, Central or State Govt. etc. | Rs. 350/- | Rs. 300/- |
| 5 | Foreign visitors (SAARC countries) | Rs. 1500/- | Rs. 1300/- |
| 6 | Foreign visitors other than SAARC countries | Rs. 2500/- | Rs. 2000/- |


12/10/2018

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KOLKATA- 700097

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