



**Application Form for Allotment of Accommodation  
at College Guest House  
College of Agricultural Engineering & Post Harvest Technology  
(Central Agricultural University)  
Ranipool, Gangtok 6 737 135 (Sikkim)**

[1]	Name of Visitor(s)*				
[2]	Designation/relation*				
[3]	Official address (If employed)*				
[4]	Permanent address*				
[5]	Mobile No.*	Mobile:	Office:	Res.	
[6]	Purpose of Visit*	Official:		Private:	
[7]	Description of Visit				
[8]	Category* (please ✓ mark)	ICAR/SAU	Central/State government/Autonomo us/PSUs. etc	Private Visitor	Foreigner SAARC   others
[9]	Expected Arrival*	Date:			
[10]	Expected Departure*	Date:			
[11]	Accommodation Requested* (please ✓ mark)	Double bed	Single bed	VIP suit	
[12]	Total no. of Persons *				
[13]	Payment #* (please ✓ mark)	Individual	Sponsorer [Details of Sponsorer (Name, address and contact no.)]:		
[14]	Signature with Date*				

To,  
**The Dean,  
 College of Agricultural Engineering and Post Harvest Technology (CAU)  
 Ranipool, Gangtok - 737 135 (Sikkim)  
 Email - [dean-caepht@gov.in](mailto:dean-caepht@gov.in); [caepht.dean@gmail.com](mailto:caepht.dean@gmail.com)**

**For Official Use Only**

Recommended for ..... Single Room (s)/..... Double Bed Room(s) ..... VIP Suit for .....days,  
 from ..... to ..... for ..... persons.

**Authorized Signature**

**I/C Guest House**

Room No. Alloted ..... from ..... to .....

**I/C Guest House**

\*Required field (incomplete form(s) shall/will not be considered),  
 #Mode of Payment through POS/cash only. No bill payments (except official(s) on official visit)

### Important Instructions for allotment of rooms at College Guest House

1. Allotment of rooms in the Guest House shall be on the First Come First Serve basis. However, preference will be given to ICAR/SAU officers on official visit.
2. Generally, allotment of rooms shall not be made for marriage and personal functions
3. If allotment made to others it can be treated as cancelled/shifted in case it is required for College or VIP use.
4. The room rent charges shall be applicable as per status of the guest staying in the Guest House and not as per the status who have booked the accommodation e.g. if an CAU employee is booking an accommodation for a private person, charges will be as applicable to "others" and not "CAU charges".
5. Maximum continuous stay in the Guest House accommodation would be for 12 days subject to availability.
6. Request for allotment of accommodation should be sent at least two days in advance only on the prescribed application through Email : [dean-caepht@gov.in](mailto:dean-caepht@gov.in), [caepht.dean@gmail.com](mailto:caepht.dean@gmail.com), [guesthouseincharge@gmail.com](mailto:guesthouseincharge@gmail.com)
7. Confirmation of accommodation must be enquired from the I/C Guest House, CAEPHT before proceeding, on any working day between 3.00 PM to 5.00 PM on telephone no. +91-9564435977
8. Liquor/smoking is strictly prohibited in the Guest House premises. If found, accommodation shall be cancelled immediately.
9. Pets are not allowed in the Guest House.
10. Food charges are not included in the room rent. The visitor has to pay food charges to mess in-charge separately.

### REVISED ROOM RENT CHARGES PER BED PER DAY IN RESPECT OF VARIOUS TYPES OF ACCOMODATION AT THE GUEST HOUSE

(w. e. f. 07.03.2018)

Sl. No.	Category	Per Bed/ per day		Suite (VIP)
		AC	Non-AC	
1	Serving and retired officers of NARS (ICAR/CAUs/SAU) on official or private visit	Rs. 500/-	Rs. 300/-	Rs. 1000/-
2	Serving officers of Central Govt./State Govt./ Autonomous organization/PSUs on official or private visit	Rs. 600/-	Rs. 400/-	Rs. 1200/-
3	Private visitors i.e. other than ICAR, SAUs, Central or state government, etc	Rs. 1000/-	Rs. 600/-	Rs. 1400/-
4	Foreign visitors (SAARC countries)	Rs. 2000/-	Rs. 1500/-	Rs. 3000/-
5	Foreign visitors (other than SAARC countries)	Rs. 3000/-	Rs. 2500/-	Rs. 4000/-
6.	Dormitory accommodation	@ Rs. 200/- per bed/day		

#### Food Charges:

Sl. No.	Particulars	Rate (Rs.)
1	Breakfast (Alu Paratha+Dahi/Puree+sabji/Bread toast/Bread Omlete/ Bread Jam/Jelly)+ Tea	Rs. 60/-
2	Lunch and Dinner (Rice+Roti+Dal+Vegetable Curry+Salad+Papad) Optional Dahi/Sweet/Fruit/Omlete/Mineral water/Cold drinks, etc. Paneer masala curry Egg curry Fish curry Chicken curry Mutton Curry	Rs. 100/-    Rs. 50/-
3	Tea/Coffee/Biscuit	Rs. 15/-