

## लक्ष्मीबाई राष्ट्रीय शारीरिक शिक्षा संस्थान, ग्वालियर

विश्वविद्यालय मानी गई संस्था

(विश्वविद्यालय अनुदान आयोग अधिनियम, 1956 की धारा 3 के अंतर्गत भारत सरकार, मानव संसाधन विकास मंत्रालय द्वारा अधिसूचना क्रमांक एफ.9-14/92-यू.3 दिनांक 21.09.1995)

भारत सरकार, युवा कार्यक्रम और खेल मंत्रालय

### Lakshmbai National Institute of Physical Education, Gwalior

Deemed to be University

(Government of India, Ministry of Human Resource Development Notification No.F.9-14/92-U.3 dated 21.09.1995 under section 3 of UGC Act, 1956)

Government of India, Ministry of Youth Affairs and Sports



No.: E/40F/16-17/111/14

Date: 01.5.17

#### NOTICE

#### SUB: POLICY FORMULATIONS REGARDING RESERVATIONS OF GUEST HOUSES, HOSTELS AND OTHER FACILITIES.

The existing policy for reservations of various facilities of the Institute has been reviewed and after careful considerations, the following decisions have been taken for improving the system and procedure with immediate effect:-

- i) All the reservations shall be considered only on the forms prescribed for the purposes. The Estate Section shall prepare all such forms with the approval of Vice Chancellor and get them uploaded on the Institute web-site, where a link of "FACILITIES" shall be provided at home-page.
- ii) There will be separate application forms for accommodation booking in the Guest House/MG International Hostel for official as well as personal purposes, which will be uploaded on the web-site immediately.
- iii) All the forms/indent for accommodation shall be submitted to the Registrar and only completely filled-in forms will be considered.
- iv) It will be necessary to provide names/details of the guests in the form/indent, and their photo ID shall invariably be submitted at the time of check-in entry.
- v) In order to ensure proper and bona fide use of accommodation by staff at concessional rates in the Guest House/ MG International Hostel other than the purpose of wedding or such other family function, there will be capping of 2 rooms per day for continuously two days, which shall be further subjected to maximum of 4 applications in a calendar month. Seeking accommodation beyond these limits will be made on public rates as applicable from time to time.
- vi) Similarly, there will be capping of providing maximum 5 rooms to the outside individuals for "personal purposes" and 10 rooms to the organizations/societies/institutions for "official/academic purposes". This capping is on quarter basis.
- vii) Providing VVIP rooms at the International Hostel will be considered on written requests and at double the prevailing rates for respective categories.
- viii) All the accommodations/reservations/facilities shall be made and confirmed only if payment in full is received in advance through Bankers Cheque/Draft or cash in Accounts Section, which shall not be refunded, whether facility is availed or not.
- ix) The payment through cheques shall not be accepted in case of private parties/organizations/individuals.

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No.:

Date:

- x) The facility of Auditorium shall not be given for more than two days at a stretch and there shall be a security deposit of Rs. 5000/- taken separately through Bankers Cheque for each booking, which shall be refunded on receipt of clearance after bona fide use, on confirmation that (a) no violation of conditions is committed, (b) no eatables were used inside the Auditorium and (c) there is no damage / loss to the property of Institute.
- xi) The reservation of Qtr. No. 89 to the staff for the specified purpose, will also be made on the prescribed application form and with a declaration by the applicant that he will get the entire area neat and clean after use, up to the satisfaction of the Institute, failing which, an amount of Rs. 1000/- may be recovered from his/her salary.
- xii) The staff seeking any accommodation or recommending any accommodation or booking, shall be responsible for proper use of the facility and their cleanliness after using the same, and they will be held responsible for any kind of violation by the user.
- xiii) No "facility" of the Institute shall be given for any political or religious program, and the applicant/indenter shall invariably mention the specific purpose, for which allotment/reservation is sought.
- xiv) The statutory liabilities/service taxes, if any, as payable from time to time, shall be levied in addition to the charges prescribed by the Institute.
- xv) The organization/institute/individual, not using the facilities in a bona fide / authorized manner, shall, at first occasion, be warned about the same and if such conduct continues next time also, then, they will be blacklisted for future.

(Authority: Vice Chancellor's approval dated 18.4.2017 and 26.4.2017)

*Vivek*  
29/4/17

(Dr. Vivek Pandey)  
I/c Registrar

Copy to:-

- VC Secretariat
- Registrar Secretariat
- Director (Extension Services)/Summer Course
- Finance Officer
- Financial Advisor
- Dy. Registrar (Estate)
- DDO
- Internal Audit
- AR (Academic)
- Accounts Section
- Notice file
- Concerning file