



CLIFF - VISITING SCIENTIST'S HOSTEL
NATIONAL CENTRE FOR SUSTAINABLE COASTAL MANAGEMENT
ANNA UNIVERSITY CAMPUS, CHENNAI – 600 025, INDIA
Telephone: (044) 2220 0600, 2235 7498
Email: traveldes@ncscm.org

Requisition Form for Booking Accommodation

(Before filling this form, please read the general information which is given behind.)

1. Guest Details:

Name:			
Address:			
Phone/ Email of the Guest :			
No. of Persons:			
No. of Rooms:		Suite: <input type="checkbox"/>	Standard Double: <input type="checkbox"/>
Purpose of Visit:		Name of Accompanying persons:	
Arrival Date:	Time:	Departure Date :	Time :

2. Person making the booking (Host):

Name of Faculty/Staff:			
Department/Centre/Division:			
Designation of Faculty / Staff:			
Employee ID No:			
Mobile Number / Email			

3. Booking type: [Tick the appropriate Box]

Official <input type="checkbox"/>	Private <input type="checkbox"/>
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4. Mode of Payment: [Tick the appropriate Box]

Guest <input type="checkbox"/> Host: <input type="checkbox"/>	Debit/Credit <input type="checkbox"/> Online <input type="checkbox"/> DD <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/>
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5. Any other request:

Signature:

Date :

General Information

Terms and Conditions:

1. Please use the downloadable forms from the NCSCM website (<https://www.ncscm.res.in>) for making reservations. All reservation should be made at least 5 working days in advance.
2. The duly filled in form to be attached and sent along with email to traveldesk@ncscm.org
3. No telephonic bookings / cancellation will be entertained.
4. A guest will be allowed to stay for maximum 5 days only. In exceptional cases the extension may be granted subject to the prior approval of the competent authority depending upon the availability of rooms.
5. The allottee should vacate the room on the expiry of the period for which accommodation was allotted, unless an extension for further stay has been obtained beforehand.
6. Reservation/ Booking of accommodation shall not confer on the allottees any right of tenancy of the premises and the NCSCM shall have the right to get the rooms vacated at any time without giving any notice assigning any reason in case of unauthorized stay/over stay.
7. All bookings/reservations are subject to the room tariff and relevant conditions.

For room tariff and relevant conditions:

1. Accommodation charges (upto double occupancy):

Standard Room	Suite Room
Rs.1500/- per day	Rs. 3500/- Per day

2. Host / Guest shall pay in advance or at the time of check in .
3. All charges are to be paid through Online, any Visa/Master- Debit/Credit Card, Cash, Cheque (accepted only for Govt/PSU).
4. Check-in and Check-out can be done anytime during the day. However, for the purpose of accounting, a day means 24 hours from the time of occupation. Fraction of day will be counted as full day.
5. Please inform the reception about your departure date & time or any other change of schedule one day in advance.
6. It is mandatory for all guests to register and furnish a valid government ID proof containing photo and address at the time of check- in.
7. Stay is allowed at the entire responsibility of the guest(s). No claims for Loss/damage or lapse of service will be entertained at any stage.
8. A maximum of two guests can stay in a room.
9. No unauthorized person shall be allowed to stay in the Visitor's hostel
10. Consumption of Narcotics/Alcoholic drinks etc. and smoking is strictly prohibited in the premises.
11. NCSCM does not provide boarding facility to the guest. However the guest is permitted to avail the services of the cafeteria which is available in the premises of NCSCM. Cafeteria services are available on a cash and carry basis, within the specified time frame.
12. Parking facility is not available within the NCSCM premises. However, vehicles can be parked for a short time outside the NCSCM campus, at the risk of the guest.
13. Pets are not allowed.
14. Please switch off the AC, geysers, fan, lights while not in use/leaving the room.
15. The guest should verify and certify the final bill before departure.

For Foreign Nationals:

1. Acknowledgement from the local police station submitted to them informing about the stay, needs to be produced before check in.
2. Government of India regulations require that non- Indian nationals to provide a copy of the following documents at the time of Check - in: Passport, Visa/Overseas Citizen of India card, and a passport sized photograph.