



**OUAT GUESTHOUSE RULES**  
**ORISSA UNIVERSITY OF AGRICULTURE AND TECHNOLOGY**  
**BHUBANESWAR - 751003**

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**Notification No.**

**Date.**

### **1. Introduction**

OUAT Guesthouse situated at the head quarters provides lodging and boarding facility specifically to the Board of Management members of the university, university guests, dignitaries from ICAR, officials from Central and State Government, external examiners, scientists and officials from ICAR organizations/other SAU/CAU during their visit to OUAT, employees of OUAT from outlying stations including Krishi Vigyan Kendras (KVKs), relatives of the employees of OUAT, parents/relatives of the students on roll and any other from OUAT family. It has 06 well furnished VIP rooms, 13 AC rooms out of which 02 rooms are with a common toilet, 06 non-AC rooms out of which 01 is being used as store room, 02 four bedded dormitories.

Apart from a kitchen adjacent to the main dining hall in the ground floor, the guesthouse is equipped with another small VIP dining hall in the first floor nearby to the VIP block to extend breakfast, lunch and dinner to the occupants. In addition, there is one lobby in the ground floor and another in the VIP block for use of the visitors. Uninterrupted power supply to each and every corner of the guesthouse has been ensured by installing a DG set in its premises. Maintaining sanitation and 24x7 security provision in the premises of the guesthouse have been accomplished by outsourcing sweepers and security personnel.

The broad objectives are:

- To provide lodging and boarding facility to the visitors coming to OUAT
- To extend a comfortable stay to the guests with dining facility
- To generate revenue for the university

### **2. OUAT Guesthouse Rules**

1. The rules may be called “**OUAT Guesthouse Rules**”
2. The rules shall come into force on the date of notification by Orissa University of Agriculture and Technology, Bhubaneswar

### **3. Definition**

- (a) “**OUAT**” means Orissa University of Agriculture and Technology at Bhubaneswar.
- (b) ‘**OUAT Guesthouse**’ means and refers to the building of OUAT in Unit – 8, Bhubaneswar adjacent to Vice Chancellor’s Bungalow and in the left side of the road that connects Gopabandhu square to Delta square

- (c) “**Competent authority**” means the Vice Chancellor, Orissa University of Agriculture and Technology or any other official to be nominated by the Vice Chancellor
- (d) **OIC, Guesthouse** means Officer-in-Charge of the guesthouse
- (e) ‘**Day**’ means a period of twenty-four hours or part thereof from the time of occupation of a room in the guesthouse
- (f) “**University guest**” refers to an official status offered to a visitor to OUAT by the Vice Chancellor
- (g) “**Official**” refers to a status of booking room allowed for the OUAT employees from outlying stations only on approval of the Vice Chancellor
- (h) “**Private/personal**” refers to the status of booking of room other than official category
- (i) “**Other**” category includes officials/persons from outside OUAT
- (j) The meaning of any other word, not assigned here, shall have same meaning as described on the statute

#### **4. Powers and Functions**

- (i) A faculty member in the rank of Associate Professor or above shall be appointed by the order of the Vice Chancellor as the OIC, Guesthouse for a period of 02 years or any term at the discretion of the Vice Chancellor.
- (ii) The OIC shall be accountable to the Vice Chancellor and the Registrar for all purposes. He/she shall look after the administration of the guesthouse and give instructions for its smooth management.
- (iii) A staff member of the university from group III employees shall be appointed by the Registrar, OUAT as Care Taker of the guesthouse for a period of 02 years or any other term at the discretion of the Registrar.
- (iv) The care taker shall look after overall maintenance of the guest house especially cleanliness, hygiene, beautification, postings in registers, maintenance of stock & store, accounts in addition to dining management of the guesthouse.

#### **5. Persons entitled with priority levels for accommodation in OUAT guesthouse**

- (i) Board of Management members during board meeting / University guests / Standing selection committee members
- (ii) VIPs from ICAR / External Examiners / Officers from Govt. of India / Govt. of Odisha / Scientists and officials from SAU/CAU/ during their visit to OUAT

- (iii) Existing and retired OUAT employees, their family members and relatives/students on roll and their parents / relatives
- (iv) Others

## 6. Reservation for accommodation

- (a) Provision of accommodation in OUAT Guesthouse rests with the Vice Chancellor or the competent authority.
- (b) By default a dignitary in the rank of DDG or above from ICAR / member of Board of Management during Board meetings / Vice Chancellor from other SAU/CAU is offered with university guest status during his/her visit to OUAT. Offering university guest status to any other dignitary visiting to OUAT rests upon the discretionary power of the Vice Chancellor.
- (c) No verbal or telephonic request is entertained for booking of rooms in the guesthouse.
- (d) All booking requests for accommodation in the guesthouse are to be made to the OIC, guesthouse directly or through email (email ID: [oicgh.ouat@gmail.com](mailto:oicgh.ouat@gmail.com)) using the requisition form (sample copy at Appendix A) available in the university website ([www.ouat.ac.in](http://www.ouat.ac.in)). Formal requisitions for the same purpose on official letter heads are also considered.
- (e) Booking requests for VIP rooms are considered subject to permission from the Vice Chancellor.
- (f) Requisitions for accommodation of external examiners need to come through the concerned Dean/Director/Associate Dean/Controller of Examination/HoD of OUAT.
- (g) Requisitions from students on roll should have the recommendation of the concerned hostel Superintendent/Asst. Supt. in case of boarders and Advisor/Guide/ HoD/Dean/Director in case day scholars. Such recommendations without seal and signature of the authority will not be entertained.
- (h) For booking rooms under “**official**” category, the requisitions need to be recommended by the concerned Dean/Director/Associate Dean and approved by the Vice Chancellor.
- (i) Persons from “**others**” category seeking accommodation in guesthouse need to apply in their office letter heads. A formal requisition from such category should have a referral from any of the OUAT faculty members not below the rank of HoD / statutory officer of OUAT.
- (j) A requisition submitted does not entail confirmation of accommodation. The requisition will be processed and booking shall be made observing the norms of allotment.

- (k) Ordinarily booking request from any of the entitlement classes for more than 07 consecutive days is not coming under the purview of the OIC. Such requests may be addressed to the Vice Chancellor for permission.
- (l) Requisition for accommodation should reach at the guesthouse at least 03 days before arrival of the visitor. In case it is made within 03 days of arrival of the visitor, confirmation of accommodation cannot be ascertained.
- (m) Booking of rooms shall not be allowed to those who are bed ridden/suffering from communicable diseases/ undergoing post delivery treatments.
- (n) Booking of the **dining hall** of the guesthouse is allowed for OUAT employees only for the purposes not related to any function/ceremony on payment of usual tariff.
- (o) Neither the guesthouse nor its premises, in full or part, is allowed for booking in order to organize private functions or ceremonies.

## 7. Allotment of Rooms

- (a) Allotment of rooms in the guesthouse shall be on first come first serve basis in the order of preference as outlined under Section 5 (i to iv).
- (b) Allotment of rooms in OUAT guesthouse is purely provisional.
- (c) Allotment of more than 02 rooms to any of the applicants from entitlement classes (iii) and (iv) specified under Section 5 at one time is not allowed. In such case, additional rooms may be considered subject to permission from the Vice Chancellor/Registrar, OUAT.

## 8. Confirmation and cancellation of reservation

- (a) In case of visit of the VIPs from the category under section 5 (i & ii) or members of selection committee/review teams, the Vice Chancellor has the discretion of cancelling all the confirmed bookings made earlier for the said period without assigning any reason thereof.
- (b) Status of reservation may be ascertained directly from the Care Taker of the guesthouse within 48 hours of the arrival of the guest during 5 PM – 8 PM or through email / phone (0674 – 2561793).
- (c) For requisitions made through email, the confirmation of accommodation will be sent through reply mail within 48 hours of the scheduled arrival of the guest.
- (d) Any change in the travel plan of the visitor or cancellation of the confirmed bookings should be reported to the OIC / Care Taker of the guesthouse at least 24 hours before the scheduled arrival through phone or email. In case, the applicant or the visitor fails to do so, the

reserved accommodation stands automatically cancelled without any prior notice. Any claim of accommodation after that is treated as fresh requisition.

## 9. Check in and checkout Procedure

- (a) The rooms of the guesthouse will be occupied by those whose names have been mentioned in the requisition form. No unauthorized person shall be allowed to stay in the guesthouse.
- (b) It is mandatory to make necessary entries in an **Entry Register** at the reception counter of the guesthouse at the time of check in. Details of the present address and identification proof, contact No. and check in time of the occupant are to be recorded in the **register**. A format of the entry table is annexed at **Appendix – B**.
- (c) Production of **valid ID proof in original** (driving license, voter ID, Aadhaar card, PAN card, Pass port, Institution ID, student ID etc.) by all the occupants, except category (i) under section-5, is mandatory at the time of check in. The allottee is liable to be debarred from occupying a room without production of ID proof. A copy of it will be kept by the receptionist / care taker for office use.
- (d) Ordinarily more than two adult persons are not allowed to stay in a double bedded room of the guesthouse. However, one minor child may be adjusted with his/her parents in that room. In case of exigency, one more adult may be allowed to stay in that room on payment of extra charges @ Rs.200/- for AC rooms and Rs.100/- for Non-AC rooms per day.
- (e) Similarly, one dormitory is equipped to accommodate 04 individuals. A minor child may be adjusted with his/her parents in it. In case of exigency, one more adult may be allowed to stay in the dormitory on payment of extra charges @ Rs.100/- per day.
- (f) One day in the guesthouse is considered to be 24 hours or part thereof from the time of check in.
- (g) The occupant has to enter the departure time in the **entry register** at the time of checkout. An **occupancy register** is also maintained by the office to record the payment details against room rent received from the occupants. The occupant is required to put his/her signature against his name in that register before checkout and collect the money receipt. Usually timing of collecting the money receipts from the care taker of the guesthouse is between 5 PM – 8 PM of the day.

## 10. Duration of occupation

- (a) Ordinarily no occupant is allowed to stay in the guesthouse for a period exceeding seven consecutive days.
- (b) It is mandatory to obtain permission from the Vice Chancellor, in case it is required to extend a stay either official or personal beyond 07 consecutive days.

## 11. Dining facility

- (a) The facility of serving tea, coffee, breakfast and meals is extended on request to the occupants at the dining hall of the guesthouse on payment basis.
- (b) The occupants/applicants are required to place the order for breakfast and meals with the **care taker**, personally/over phone, before three hours. In case, the care taker is not available, the order may be placed with any of the room attendants present in the guest house.
- (c) The cost of the breakfast/lunch/dinner taken by the occupant during his/her stay is charged as per the price mentioned against the item in the menu given in **Appendix-C**. It may be given in advance or deposited in full at the Care Taker before checkout.
- (d) Dining charges of the university guests/selection board members of OUAT are to be paid to the guesthouse by the Care Taker, OUAT proper.
- (e) The dining hall of the guesthouse can also be booked by the OUAT employees only for dining purpose not related to any function/ceremony.

## 12. Tariff of suits/rooms/dining hall

- (a) Rent against accommodation in the guesthouse is charged on room basis and not on the basis of beds. However, in case of dormitory, it is charged on bed basis.
- (b) Tariff of room(s) and the dining hall shall be realised from the occupants/applicants at the time of checkout or prior to that by the care taker of the Guesthouse at the rate(s) as indicated in **Appendix –D**.
- (c) University guests/selection board members are offered with free lodging and boarding facility in the guesthouse.
- (d) Room rent due on the external examiners staying in the guest house during evaluation of undergraduate examination papers shall be paid by the concerned Dean/Director/Associate Dean on submission of demand notes from the OIC, Guesthouse.
- (e) Under “**Official**” category, an employee of OUAT is allowed rent free accommodation but has to pay user’s fee at the rate of Rs.100/- per day for AC rooms and Rs.50/- per day for non-AC rooms / Dormitory.
- (f) Payment of rental charges in shape of cheque is not accepted. However, the same can be paid in shape of demand draft (D.D.) drawn in favour of “**Comptroller, OUAT**” payable at **Bhubaneswar**.

- (g) Electronic payment through RTGS/NEFT is also accepted against the rental charges of the guesthouse. It should be deposited in the bank account of “**Comptroller, OUAT**” (Details of the bank account is given below). However, the money receipt will be given on production of the transaction slip and necessary verification from the bank account by the Care Taker.

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Name and address of the bank	: State Bank of India, OUAT Campus branch
Name of the account holder	: Comptroller, OUAT
Account type	: Current account
Account No.	: 10173711536
IFS Code	: SBIN0003341
MICR Code	: 751002013

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- (h) The care-taker of the Guesthouse shall have to deposit the D.D./cash received from the occupants/applicants against rent within 03 days of the receipt at the cash counter of the university.

### **13. Restrictions for the occupants in the guesthouse**

- (a) The guesthouse, normally, remains closed from 11 P.M. to 06 A.M next day. However, check in and checkout events during this period are not prohibited.
- (b) Proper decorum is expected from the occupants during their stay in the guesthouse. University administration reserves the right to withdraw the lodging facilities of the guests if found creating nuisance for others.
- (c) Alcohols are strictly prohibited inside the guesthouse
- (d) Pets are not allowed into the guesthouse along with the occupants.
- (e) “No tips to the attendants” is strictly followed in the guesthouse.
- (f) The management shall not be responsible for any loss or damage to a person or the properties of the guest during his/her stay in the guesthouse.
- (g) A person staying in the guesthouse shall ensure proper use of furniture, crockery, linen, television, computer and other appliances kept inside the room.
- (h) In case of loss, damage or breakage of any article inside the guesthouse premises due to mishandling/negligence of the occupant, the cost of the article shall be recovered from him/her.
- (i) Persons in occupation of the rooms are not allowed to use the guesthouse for any purpose other than their stay. No function or celebration is allowed inside the guesthouse premises.

- (j) No political activity/meeting is allowed inside the guesthouse.
- (k) Accommodation in the guesthouse does not confer any right on the occupant to tenancy of the premises. In case of unauthorized stay or overstay, the competent authority has the right to evacuate the occupant from the room without assigning any reason thereof.

#### **14. Books of Accounts**

- (a) The Officer-in-charge (OIC) of the Guesthouse shall be entrusted with financial powers at par with other HoDs of the university. He/she shall receive funds from the Comptroller, OUAT and utilize the same towards maintenance of the guesthouse and payment of wages through the care taker.
- (b) The OIC may maintain a register for receipts or such register in any other description, which shall be maintained daily to his satisfaction.
- (c) The OIC shall maintain a cash book and /or bank book which shall be maintained on daily basis and the Dealing Assistant / care taker would obtain signature of the OIC at the end of each day.

#### **15. Audit of Accounts**

- (a) The OIC shall get the Books of Accounts audited for each financial year or at any time of any portion of the Books of Accounts during that financial year on written request to the Comptroller of the university. The Books of Accounts or any register of the Guesthouse shall be opened for inspection by the Comptroller / Registrar / Vice Chancellor or any other officer of the university subject to permission of the above designated officers of the university.
- (b) The OIC shall prepare the Annual Budget of the Guesthouse and present the same to the Competent Authority in the specified form as prescribed.

#### **16. Repeal and Savings**

- (a) On introduction of this Rule, the old rules, notifications and orders, if any, relating to the OUAT Guesthouse shall be repealed and if any matter whatsoever pending prior to notification of this rule shall be disposed of according to new rules.

#### **17. Relaxation**

- (a) The Vice Chancellor shall have the power to relax any clause(s) subject to approval of Board of Management.



**APPLICATION FORM**

To  
 Officer-in-Charge  
 OUAT Guesthouse,  
 Bhubaneswar

**Sub: Booking of suite/room in OUAT Guesthouse**

- 1 Name and designation of the occupant :
- 2 Present address of the occupant :
- 3 Contact No. :
- 4 Email ID :
- 5 Period of stay : From..... to.....
- 6 Type of suite/room required : VIP / AC / AC common / Non-AC / Dormitory
- 7 No. of suite/room required :
- 8 No. of persons to stay :
- 9 Purpose of requisition : Official / Personal
- 10 Check in **date and time** :  
:
- 11 Checkout **date and time** :
- 12 Name and designation of the recommending officer/staff of OUAT :

Signature of the Applicant  
 Name and address:

Date:

Note: A requisition from student should have the recommendation of the Dean/HoD/Guide in case of day scholar and Hostel Supt./Asst. Supt. in case of boarder.

**ENTRY REGISTER**

Sl. No	Name & Address	Arrival time	I.D. Proof	Contact No	Purpose	Room allotted	Signature	Date & time of departure	Days stayed	Rent (Rs.)	Signature

**Appendix – C****MENU FOR BREAKFAST AND MEALS AVAILABLE IN OUAT GUESTHOUSE**

Sl. No	Menu	Price (Rs.)
<b>Breakfast</b>		
1	(i) Bread + butter+ jam+ banana + omlet / (milk + corn flakes) Or (ii) Puri + matar curry/alu dum + omlet / (milk + corn flakes) Or (iii) Idli / bada + sambar + chatni + omlet / (milk + corn flakes)	40/-
2	Tea	5/-
3	Coffee	8/-
<b>Vegetarian meal</b>		
4	Plain vegetarian meal (Plain Rice + Roti (wheat flour)+ Dal+ Mixed vegetable curry + Vegetable fry + Salad + Papad + dessert item)	80/-
5	Plain vegetarian meal + Special curry (Paneer / Mushroom)	120/-
<b>Non-vegetarian meals</b>		
6	Plain vegetarian meal + Egg / fish curry	120/-
7	Plain vegetarian meal + Chicken curry	140/-
8	Plain vegetarian meal + Mutton/Prawn curry	210/-

**N.B.:** The price mentioned against breakfast, vegetarian and non-vegetarian meals are subject to change basing upon change in market price.

## Current tariff in OUAT Guesthouse

Category of occupants	Room tariff for official visits (user's fee)					Room tariff for personal visits				
	VIP room	AC room	Non-AC room	Non-AC general	Dormitory	VIP room	AC room	Non-AC room	AC Common	Dormitory
(i) University guests/Board of Management members / members of standing selection committee	Free Lodging and boarding facility					-				
(ii) External Examiners/Officers from ICAR/SAU/CAU/Govt. of India/Govt. of Odisha	Official visit is not applicable					1650/-	990/-	495/-	660/-	250/-
(iii) Existing and retired OUAT employees and their relatives/students and their parents	N.A.	50/-	50/-	50/-	50/-	1650/-	990/-	495/-	660/-	250/-
(iv) Others	Official visit is not applicable					1650/-	990/-	495/-	660/-	250/-
<b>Booking charges of dining hall</b>										
(v) OUAT employees	-					1650/-				

**N.B.: Tariffs of the rooms and halls are subject to increase by 10% each year from 1<sup>st</sup> January.**