



HOSTEL TARIFF & RULES / PROCEDURES

(w.e.f. Dec.11th,2019)

FOR INDIAN NATIONALS

Member Category	Single Room (Rs)	Double (Main) (Rs)	Suite (Rs)	Double (Annexe) (Rs)	Additional Person Charges (Rs)
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Members

Honorary Member / Foundation Member / Life Member / Member / Associate Member / Overseas Associate Member / Short Term Associate Member	2000	3000	3500	3000	173
Temporary Members	3000	4500	5000	4500	200

Corporate Members / Corporate Associate Members

(i) Universities, Including Deemed Universities / Corporate Foundation Members	2000	3000	3500	3000	173
(ii) Educational / Research / Cultural Institutions	2300	3500	4000	3500	182
(iii) Institutions other than Educational, Research & Cultural Institutions (Business Category) / Foreign Institutions / Corporate Overseas Associate	3000	4500	5000	4500	200

FOR FOREIGN NATIONALS

(w.e.f. Dec 4th, 2017)

Member Category	Single Room (US\$)	Double (Main) (US\$)	Suite (US\$)	Double (Annexe) (US\$)	Additional Person Charges (US\$)
Honorary Member / Foundation Member / Life Member / Member / Associate Member / Overseas Associate Member / Short Term Associate Member/Universities/Corporate Member (Institutions)	60	100	110	100	36
Temporary Members/Corporate Members (Foreign and Business Category)	90	110	115	110	40

Please Note:

- Service Charge 10% on room rent and applicable GST extra.
- Accommodation in the Centre and its Annexe is meant for Members.
- All meals are available on a-la-carte basis.



Important Rules / Procedures

- Accommodation in the Centre and its Annexe is meant for Members.
- All meals are available on a-la-carte basis.
- 24 hour room service (limited items are served).
- Check-in and check-out time: 12 Noon.
- Bills are to be settled on presentation or before departure.
- No provision for additional beds in the Annexe.
- The guest of a Member will be enrolled as a Temporary Member on payment of Rs. 413/- for Indian nationals.
- For Foreign Nationals: -
 - Stay for 3 Days – US\$ 40 + 18% GST
 - Stay for 4 to 7 Days – US\$ 50 + 18% GST
 - Stay for 8 to 10 Days – US\$ 80 + 18% GST
 - Stay over 10 Days – US\$ 100 + 18% GST

Booking of Rooms

- Requests from Individual Members shall be considered for booking upto a maximum of 4 rooms at a time.
- Requests from Corporate Foundation / Corporate Members shall be considered for booking up to a maximum of 4 rooms at a time
- CA (Corporate Associate) Member can book 2 Rooms at a time.
- Members residing in Delhi / NCR shall get lower priority than outstation members for booking of rooms for their own use.
- Rooms can be booked six months in advance by all Members, whether residing in India or abroad.
- The hostel rooms are to be used only for residential purpose.
- Booking of hostel rooms are not permitted for press conference, meeting, party etc.
- Members residing in India can book accommodation for a maximum period of 10 days in a month.
- The period of stay can be extended to a maximum of 15 days in a month, in each case subject to availability of rooms.
- Members residing outside India can book accommodation for a maximum period of 30 days in a quarter. The period of stay can be extended upto a maximum of 45 days in a quarter, in each case subject to the availability of rooms.

Group Bookings

- Corporate Members can make group bookings for a maximum of 5 rooms at a time.
- In case of group bookings, 100% advance payment for the entire period of stay will be collected at the time of the booking.



Confirmation of Reservation

- Verbal requests from Members for allotment of rooms shall be taken as Provisional Bookings. Allotment of rooms shall be effected only on receipt of written communication / Fax / E-mail / letter from the Member concerned within 3 days of his / her request. If the written communication is not received within 3 days, cancellation of Provisional Bookings will be effected.

Cancellation

For Group Bookings

- In the event of cancellations made 15 days prior to the bookings, the full amount paid as advance payment will be refunded.
- If cancellations are made 7-14 days prior to the booking, an amount equal to one day's rent of the rooms booked will be deducted from the advance paid.
- If cancellations are made less than 7 days prior to the bookings, the full rent due for the entire period of the booking will be retained.

For Individual Bookings:

- If room cancellations are made with less than 72 hours remaining from the occupancy date, the full room rent for those dates (excluding the service charge) will be charged to the member. However, for occupancy dates beyond 72 hours from the date of receipt of the cancellation notice, the entire room rent will be refunded.

Retention

When guests fail to arrive without prior notice or information, it is considered as '**no-show**'

- For group bookings, if no-shows occur, the full rent due for the entire period of the bookings will be retained.
- For individual bookings, if no-shows occur, the full rent due for the entire period of the bookings will be charged. .
- In case of guests, the members sponsoring the guests will be required to pay the retention charges.

Extension / Overstay

- Guests' requests for overstay would be accommodated by the Reservation Desk (upto next 48 hrs.), if rooms are available, after adjusting wait-listed members and provided written requests are made by the guests.



- If rooms are not available, then the Reservation Desk will inform the guest and the guest will have to vacate the room. In the event of failure to vacate, a penalty amounting to four times the room rent will be levied.
- Extensions which do not fall within the process mentioned above will not be possible.
- In case of overstays or extensions by guests without permissions, the following penalties will be imposed:
 - a) Rent will be charged four times the normal rate.
 - b) All room services will be suspended.

Note: The above may kindly be read in conjunction with the rules already circulated to members. Copies are available with Receptionist on duty.