

SnD/21/2023-S & D

**The National Institute of Health and Family Welfare
Circular**

31.07.2023

This is to inform that as per the directions of 63rd meeting of the Standing Finance Committee, NIHFW hostel services have been outsourced from 01st June 2023 onwards. The duly selected agency (M/s Agrawal Associates) will look after the functionalization, operation and maintenance of both the international and old hostels. All the NIHFW members and external officials are requested to refer to the allotment rules for booking of the accommodation.

This issues with the approval of the Director, NIHFW.


Chairperson
(Hostel)

Copy to:

1. All faculty and Staff
2. Dean to bring to the notice of MD (CHA/DHA), PGDPHM and Intern students
3. I/c Computer Centre to upload on website
4. Reception
5. Notice Board

The National Institute of Health and Family Welfare
International/Old Hostel Allotment rules

31.07.2023

1. Request for allotment of the accommodation will be accepted only through email. All the bookings shall have to be approved by the Director/Hostel Chairperson, NIHFW. Request for accommodation should be mailed at: director@nihfw.org with a cc to hostelbooking@nihfw.org and drmonika@nihfw.org
2. Mr. Subhash Chand (Email: s.chand@nihfw.org) will be the coordinating person for all the internal and external bookings.
3. Accommodation in old and international hostels will be allotted to MD/PGDPHM students, trainee officers, government officials and other guests with a prior approval from Director/Chairperson.
4. All the accommodation and meal charges will remain the same until further orders.

Charges for International Hostel

Sr. No.	Room	Categories	Approved Rates
1	Room (Double Bed)	NIHFW*	Rs. 2500/- per day
		Non-NIHFW**	Rs. 2700/- per day
		Personal Visit***	Rs. 3000/- per day
2	VIP Room (Double Bed + Sofa)	NIHFW	Rs. 3000/- per day
		Non-NIHFW	Rs. 3500/- per day
		Personal Visit	Rs. 4000/- per day

*NIHFW Trainings/Academic Activities

**Extra-mural Trainings/Academic Activities/MoHFW meetings/events

***Government Officials requiring accommodation for personal work/visit

Charges for Old Hostel

Sr. No.	Room	Categories	Approved Rates
1	Room (Single Bed)	NIHFW	Rs. 600/- per day
		Non-NIHFW	Rs. 900/- per day
		Personal Visit	Rs. 1200/- per day
2	Room (Double Bed)	NIHFW	Rs. 900/- per day
		Non-NIHFW	Rs. 1200/- per day
		Personal Visit	Rs. 1500/- per day

*Additional GST charges will be applicable on the room rent.

Mess charges:

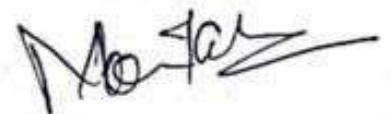
S. No.	Name of the Meals/Items	Rates
1	Breakfast	80/-
2	Lunch	120/-
3	Dinner	120/-
4	Full day package for 3 meals	300/-
5	Semi-special lunch for institutional programs	200/-
6	Special lunch	450/-
7	High tea/Coffee/Green tea	150/-
8	Tea for training and meetings (two times) for institutional programs	100/-

5. The standard check-in and check-out time will be 12:00 p.m. and 10 a.m. respectively.
6. Only the trainee/officer/student/guest to whom the accommodation has been allotted will be entitled to stay in the hostel. Guest(s)/visitor(s) of the allottee are not allowed to stay in the hostel accommodation. If any unauthorized person is found residing in the accommodation allotted to the trainee/officer/student/guest, it will amount to trespass/sub-letting. This will lead to allotment being automatically cancelled and the trainee/officer/student/guest will be asked to vacate the room immediately.
7. Personal bookings will be made on the basis of availability. Priority will be given to the Institute's trainees, guests and visitors coming for academic activities.
8. All the personal bookings need to make 40% advance payment (07 days prior to the date of booking) of the room rate.
9. In case of cancellation/no-show/reduced number of bookings of **institutional trainings**, no cancellation charges will be levied by the agency. However, in case of **external bookings**, the agency may levy 30% cancellation charges (cancellation made within 07 days prior to the date of booking) of the room rate.
10. Government officials/guests (except participants of the institutional trainings and students) requiring accommodation for longer duration (period exceeding seven days) shall have to pay the increased slab of rates as per the days of the stay. For example:

	Single Room	Double Room
Till 07 Days	1200/-	1500/-
08-14 Days	2400/-	3000/-

11. The maximum duration of stay in the hostel is up to 14 days. However, in exceptional cases (i.e. required to stay beyond 14 days), a written permission of Hon'ble Union Minister of Health and Family Welfare is required.
12. Institute will share the annual training calendar with the agency and intimation for institutional trainings will be done seven days prior to the commencement of the training program. In addition to the prior intimation, coordinators/co-coordinator/course associate of the respective training programs will coordinate with the agency and member secretary, hostel for ensuring all the hostel arrangements.
13. In case the hostel room is occupied on the basis of any wrong information/ misrepresentation/ false identity/ information or information deliberately suppressed, penal rent as applicable will be charged apart from sending information to the parent cadre of the official for initiation of disciplinary & penal proceedings.

This issues with the approval of the Director.



(Monika Saini)

Chairperson

Hostel