



Guidelines for the Operation of the Guest House

1. Introduction:

All India Institute of Medical Sciences, Mangalagiri has established Guest house with a capacity of 21 rooms i.e., 9 Double rooms and 12 Single rooms in its premises

2. Room Tariff.

Room Rate / day are as below: (as approved by competent authority)

- Double Room Rs: 800/- AIIMS Faculty, Guests and Staff
- Double Room Rs: 1000/- Others
- Single Room Rs: 500/- AIIMS Faculty, Guests and Staff
- Single Room Rs: 800/- Others
- For any functions organized by AIIMS Mangalagiri committees or approved by competent authority, Guest house community hall and Dinning area will be available. Maintenance charges are
 - ❖ Community Hall – Rs 2000/ day
 - ❖ Dinning area – Rs 2000 / day
 - ❖ Together – Rs 3000 / day

3. Allocation of rooms:

The Director and Faculty In-charge Guest House have the authority to allocate the rooms

- Rooms will be allocated on Priority basis i.e.
 1. Official Guests of AIIMS Mangalagiri i.e., examiners and others.
 2. Guests of any seminars, conferences and workshop held within AIIMS Mangalagiri premises with prior written notice.
 3. Parents and relatives of AIIMS Mangalagiri faculties and students
- Advance deposit - 50% of the charges for the booked days should be paid at arrival. Advance deposit is exempted for AIIMS departments after due approval
- Rooms to paying guest will be allotted only with the reference of employees of AIIMS Mangalagiri. The referring employee of the paying guest will be responsible for any unauthorized activity done by the guest and/or any payment not made by them.
- A written document for official guests like examiners needs to be forwarded to guest house administration for proper record keeping and smooth operation.

4. Timing of Guest House Operation:

- Check-in timing - 12 PM onwards. Early check in subject to availability of room.
- Check-out timing – 12 PM

5. Kitchen and Dining facilities:

- Timings
 - Breakfast: 08:00 am to 09:00 am
 - Lunch: 01:00 pm to 02.30 pm.

Faculty Incharge
Guest House
AIIMS, Mangalagiri

- Dinner: 07.30 pm to 09:00 pm.
- Tea and coffee any time except lunch and dinner timing from 08:00 am to 08:00 pm.
- Meals will be provided in Dining hall of guest house.
- Fixed number of meals for the official guests and paying guests will be cooked on order placed in advance.
- Once order has been placed to kitchen, respective departments of official guests and paying guest will be charged. No cancellation will be made once order is placed.
- Only the order quantity will be cooked.
- **Charges**
 - Tea : Rs. 10/-
 - Coffee : Rs. 15/-
 - Breakfast : Rs. 80/-
 - Lunch : Rs. 120/-
 - Dinner : Rs 120/-
- Menu attached
- Rates will be revised by management of AIIMS Mangalagiri, if required.
- Paying guest will be charged for tea and meals immediately after meal (official guests will be asked to sign on the receipt) and records for official guest will be maintained regularly.


6. General Rules

- Guest fills and applies for guest house through allotment form available at AIIMS Mangalagiri website along with ID card for allocation of rooms.
- Guest house premise is No-Smoking and Alcohol-free zone.
- Smoking, drinking alcohol and drugs in rooms is strictly prohibited
- No illegal substances allowed in the premises
- No private parties or events allowed
- Rooms to the guest of seminars, conference, work shop and other official meeting will be provided only if prior booking i.e. (at least 15 days) is made with written authorization of management.
- As per institute policy, payment for the first 07 days stay during joining of the employee is exempted. Stay beyond 7 days will be charged as per rules.
- Approval has to be sought by the employee / guest from Director for stay beyond 15 days.
- All should respect Check in and check out time
- Occupied rooms would be cleaned; bed sheets, pillow covers, and towels will be changed on daily basis.
- No unregistered guest allowed
- Damage to guest house property will be charged as per decision of competent authority.
- Management is not responsible for the valuable items of the guests
- No assets or any items of Guest House will be allowed to be taken outside without written authorization.
- Only the guest house staffs and concerned staffs of other departments on duty will be allowed in guest house premises.

Faculty Incharge
Guest House
AIIMS, Mangalagiri
[Signature]

Menu Guest House: AIIMS Mangalagiri

	Price	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast	Rs. 80/-	<ul style="list-style-type: none"> • Idly • Upma • Uttapam 	<ul style="list-style-type: none"> • Chola Bhature • Poha 	<ul style="list-style-type: none"> • Vada • Idly • Upma 	<ul style="list-style-type: none"> • Poori • Chapathi 	<ul style="list-style-type: none"> • Bread Omlet • Bread Toast 	<ul style="list-style-type: none"> • Aloo Paratha • Bread Omlet 	<ul style="list-style-type: none"> • Onion Dosa • Masala Dosa • Plain Dosa
Hot Beverages		Tea/Coffee/Milk	Tea/Coffee/Milk	Tea/Coffee/Milk	Tea/Coffee/Milk	Tea/Coffee/Milk	Tea/Coffee/Milk	Tea/Coffee/Milk
Lunch	Rs. 120/-	<ul style="list-style-type: none"> • Pulka • Rice • Sambar • Curry • Papad • Pickle • Curd 	<ul style="list-style-type: none"> • Pulka • Rice • Rasam • Curry • Dhal • Pickle • Curd 	<ul style="list-style-type: none"> • Pulka • Veg Biryani • Curry • Dhal • Pickle • Curd 	<ul style="list-style-type: none"> • Pulka • Pulihora / Lemon Rice • Curry • Dhal • Pickle • Curd 	<ul style="list-style-type: none"> • Pulka • Rice • Sambar • Curry • Papad • Pickle • Curd 	<ul style="list-style-type: none"> • Pulka • Kaju Tomato flavoured Rice • Curry • Dhal • Pickle • Curd 	<ul style="list-style-type: none"> • Pulka • Veg Biryani • Curry • Dhal • Pickle • Curd
Dinner		Rs. 120/-	<ul style="list-style-type: none"> • Pulka • Rice • Sambar • Curry • Papad • Pickle • Curd 	<ul style="list-style-type: none"> • Pulka • Rice • Rasam • Curry • Dhal • Pickle • Curd 	<ul style="list-style-type: none"> • Pulka • Veg Biryani • Curry • Dhal • Pickle • Curd 	<ul style="list-style-type: none"> • Pulka • Pulihora / Lemon Rice • Curry • Dhal • Pickle • Curd 	<ul style="list-style-type: none"> • Pulka • Rice • Sambar • Curry • Papad • Pickle • Curd 	<ul style="list-style-type: none"> • Pulka • Kaju Tomato flavoured Rice • Curry • Dhal • Pickle • Curd


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AIIMS MANGALGIRI GUEST HOUSE ALLOTMENT FORM

Name of the Applicant		
Designation		
Department		
Address		
Identity proof * - Type		
Number		
Mobile No		
E-Mail ID		
Purpose of visit	Private / Official	
If Official, Reason for visit		
Duration of stay	Check in Date	Check out Date
Room required	Single / Double	
Kitchen services required	Yes / No	
Names of accompanying persons	1. 2. 3.	

- Rooms are allotted on nontransferable basis
- A self-attested photocopy of ID to be attached by the applicant
- Guest house premise is No-Smoking and Alcohol-free zone.
- Damage to guest house property will be charged as per decision of competent authority.
- Management is not responsible for the valuable items of the guests
- Food is available on pre booking basis
- Check-out timing – 12 PM

Recommended /Forwarded by with Seal

Signature of the applicant

For Office use Only *

Room available: Yes / No

Room number allotted:

Payment: Free / payment basis

Charges for the Room / Day: Rs

Advance paid:

Category of allotment: AIIMS Faculty / AIIMS Guest / AIIMS Staff / Others

Signature of Care Taker

Faculty Incharge
Guest House
AIIMS, Mangalgiri
Signature of Faculty I/C Guest House